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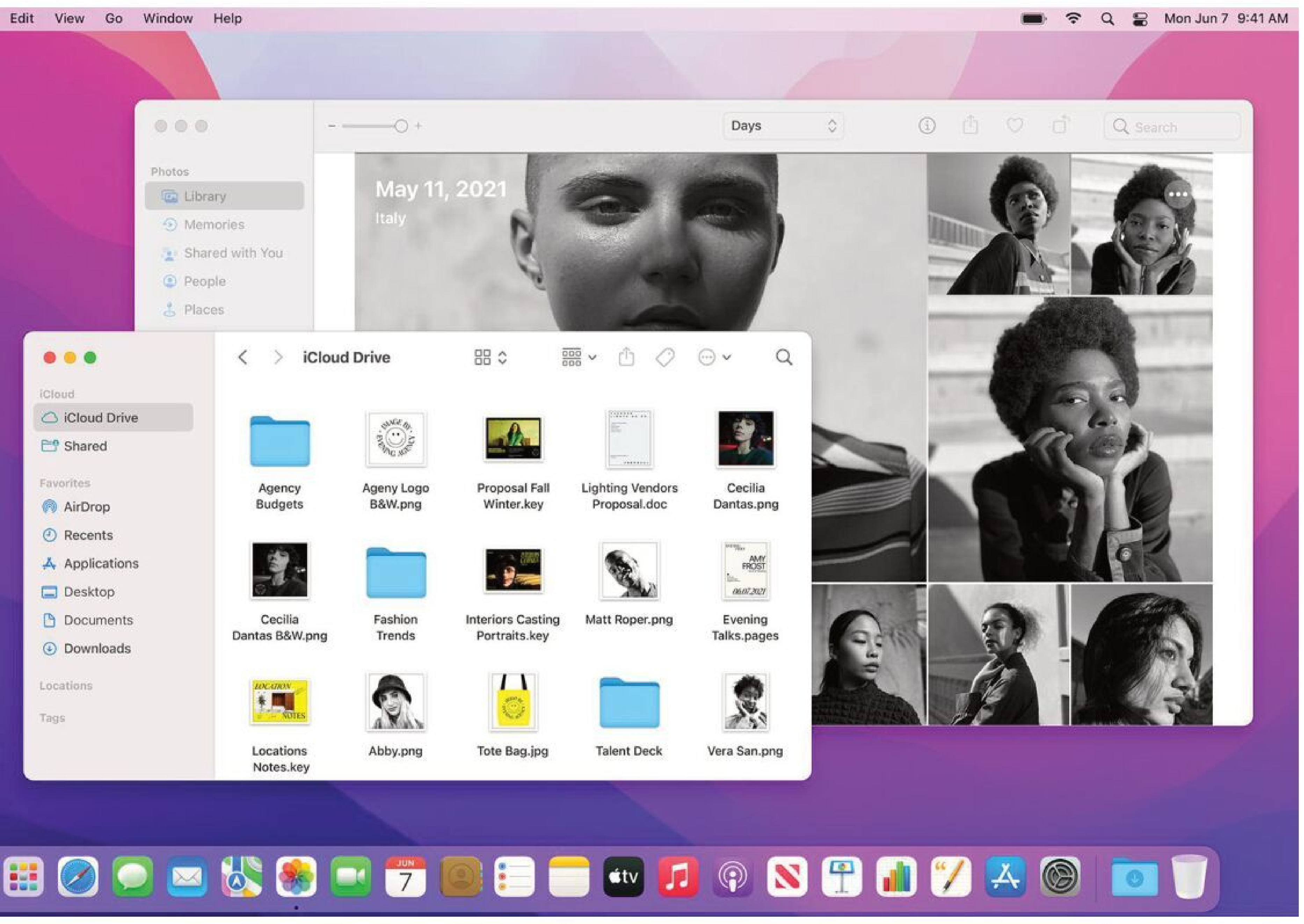
The Complete Manual Series

# macOS Monterey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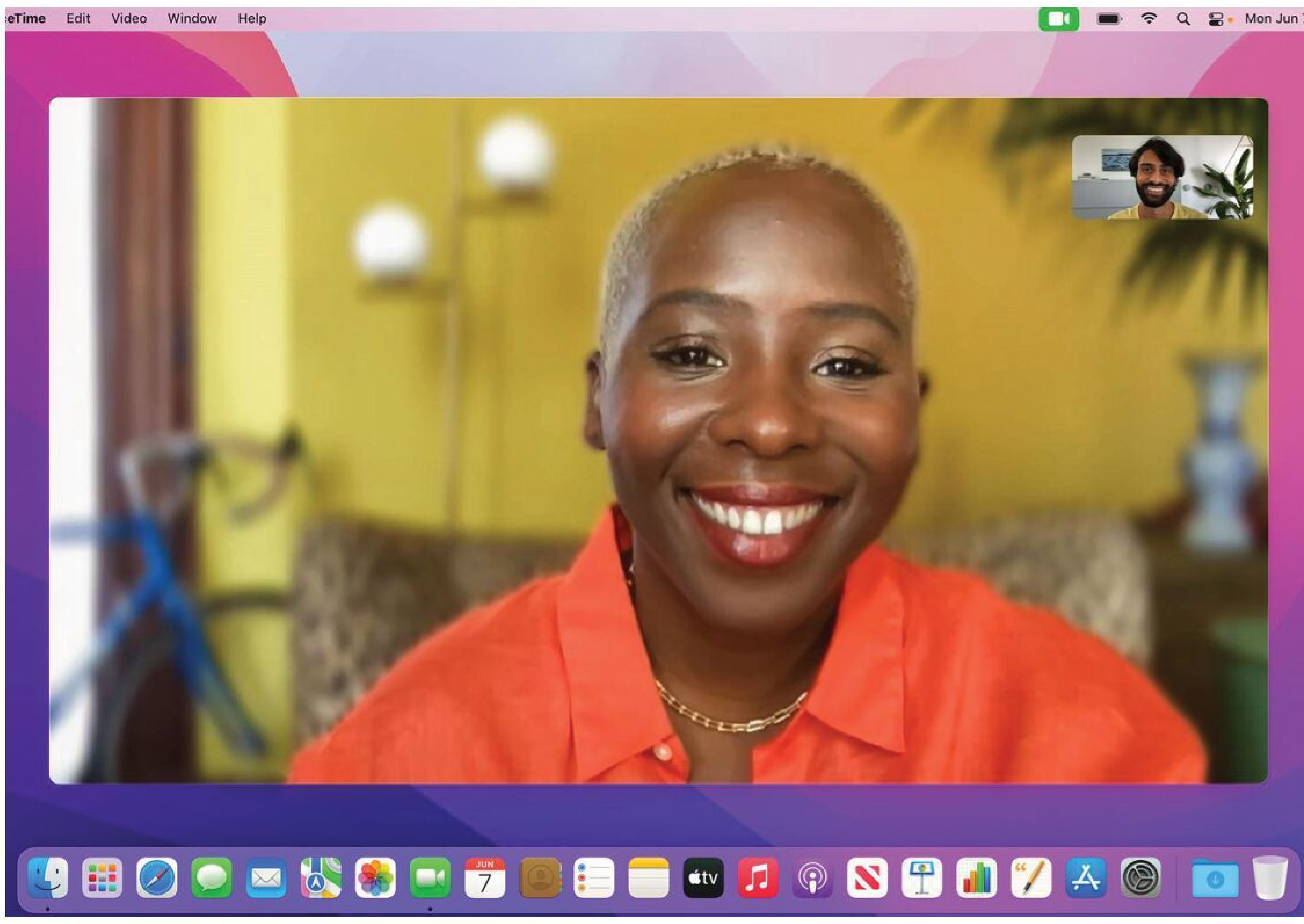
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## macOS Monterey has some awesome new features, and we're here to tell you all about them.

Over the next 192 pages, we bring you tip-top tutorials and plain-English guides to Apple's latest Mac operating system, its bundled apps and its advanced features. We show you how to set up your Mac out of the box, and get to grips with its key functions such as Finder, trackpad gestures and the Dock. Our guides to Monterey's key apps cover both the basics and their advanced features. Look out for guides to the Safari web browser, Mail email client and FaceTime for audio and video chats. We cover Monterey's brand new features too, like Universal Control, Live Text, Focus, Quick Notes, iCloud+ and more.

With our help, you'll soon be using your Mac like a pro.

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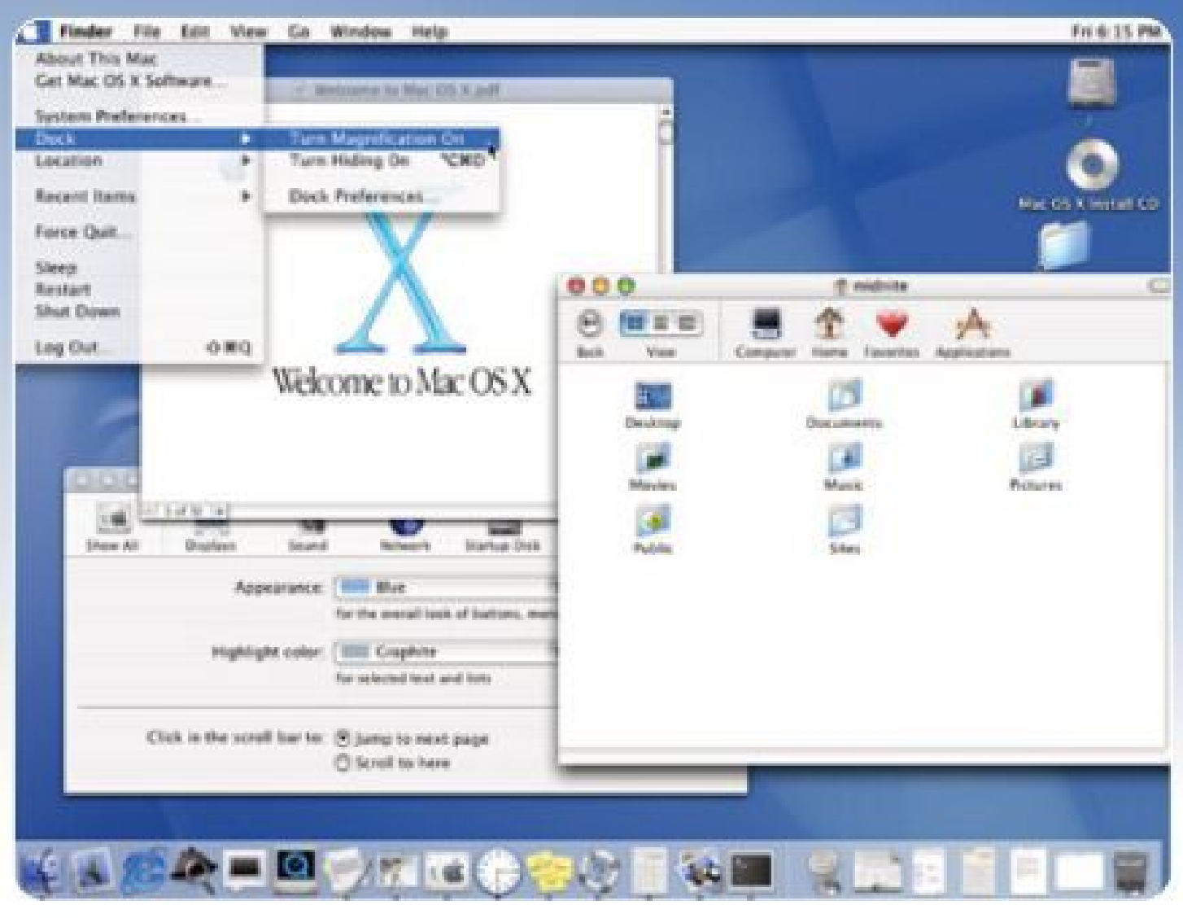
# The Road to Monterey

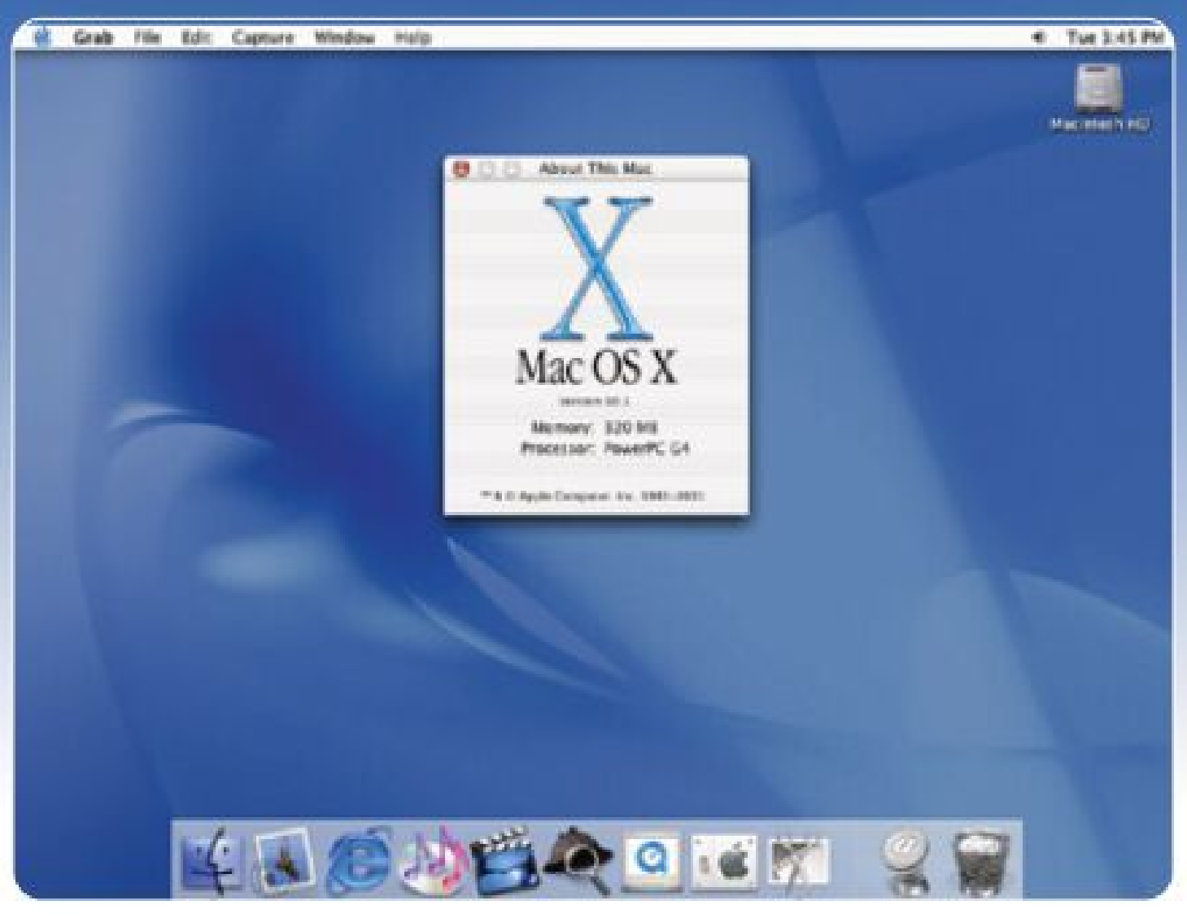
From OS X Cheetah in 2001 to macOS Monterey 20 years later, the Mac's operating system has quite a history. Here's a guide to how we got from there to here, and the signposts on the way.



**2001**

**Version: Mac OS X 10.0**
**Codename: Cheetah**
**Date: March 24th, 2001**

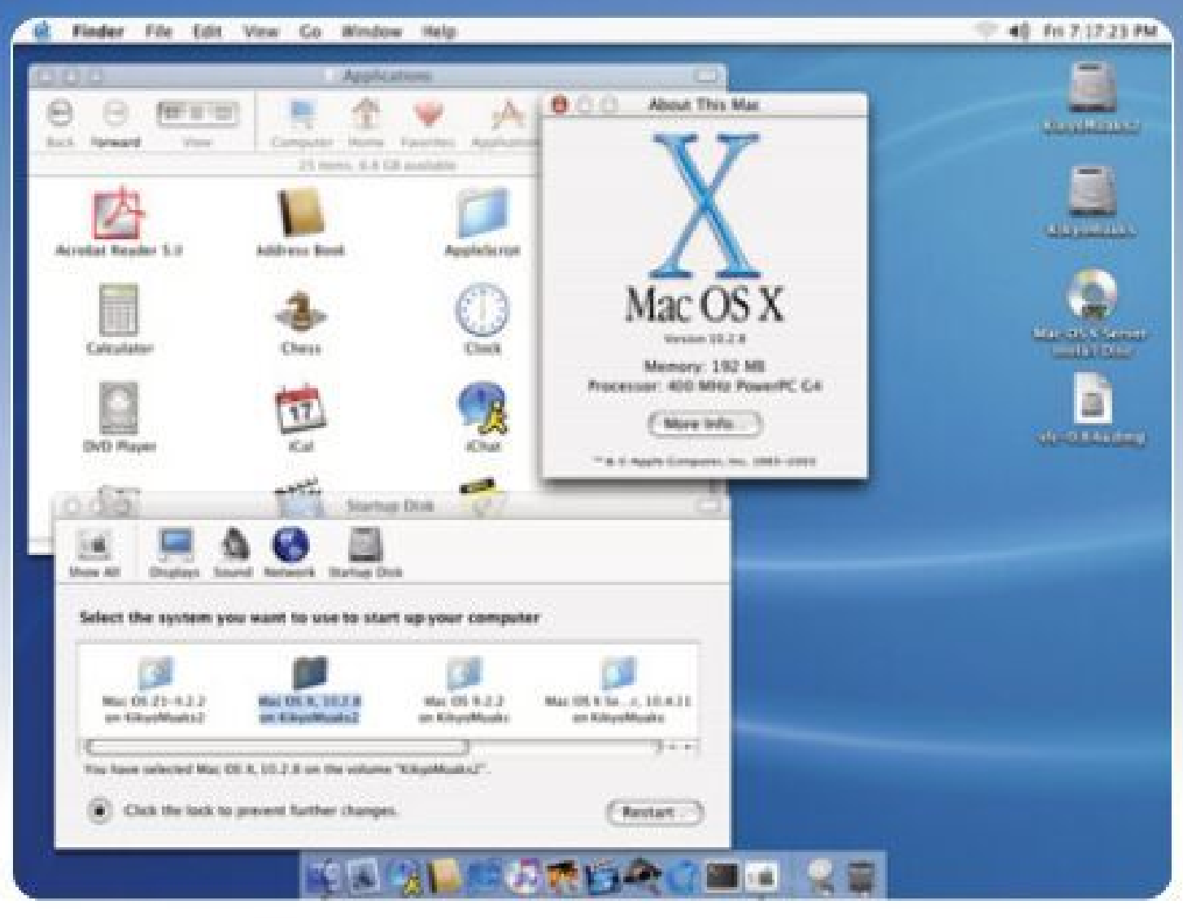
Steve Jobs famously said "We made the buttons on the screen look so good, you'll want to lick them," when describing the new Aqua User Interface with the release of Mac OS X. While we may not have licked them, they were certainly new, fresh and good to look at.



**2001**

**Version: Mac OS X 10.1**
**Codename: Puma**
**Date: September 25th, 2001**

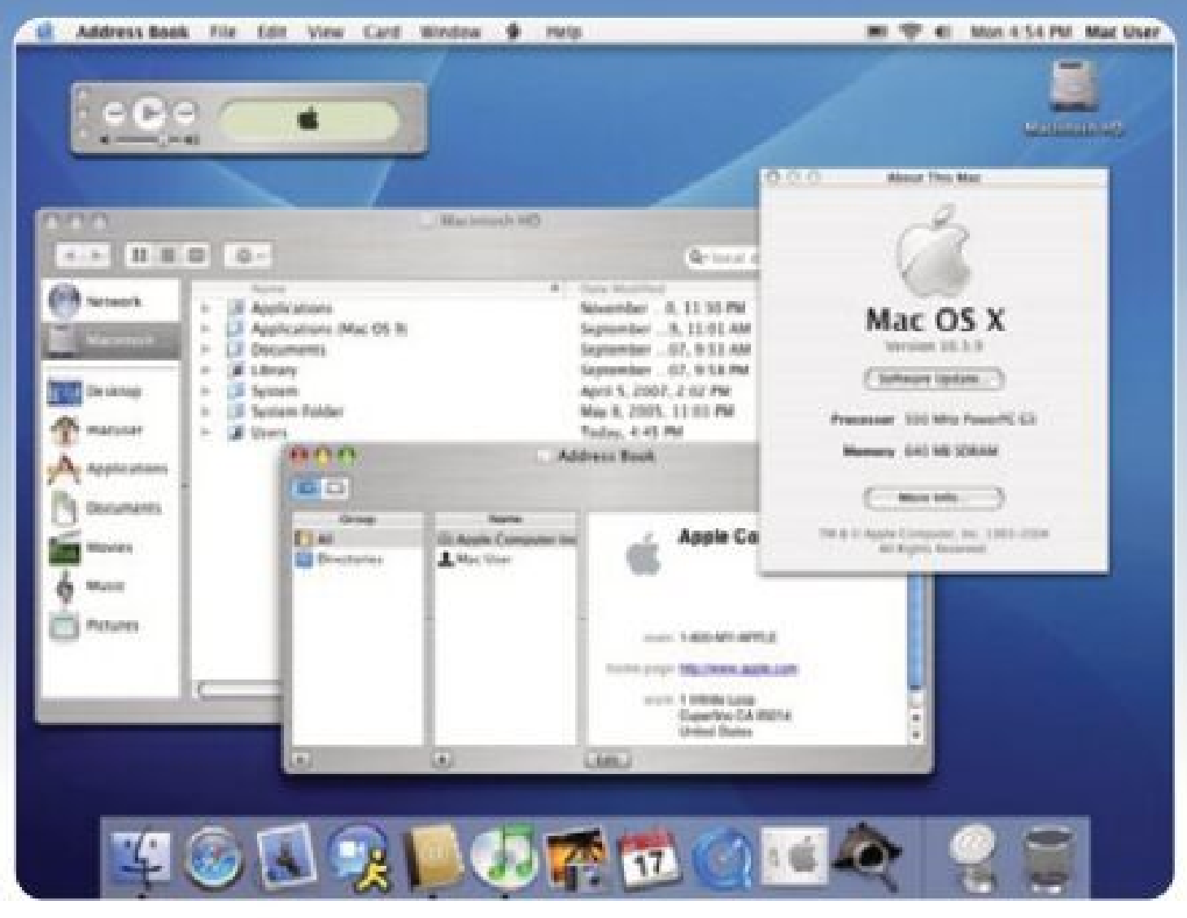
Less of a functional update with Puma and more of a performance enhancement. Puma introduced better handling of optical disc burning, file management and improved responsiveness throughout.



**2002**

**Version: Mac OS X 10.2**
**Codename: Jaguar**
**Date: August 23rd, 2002**

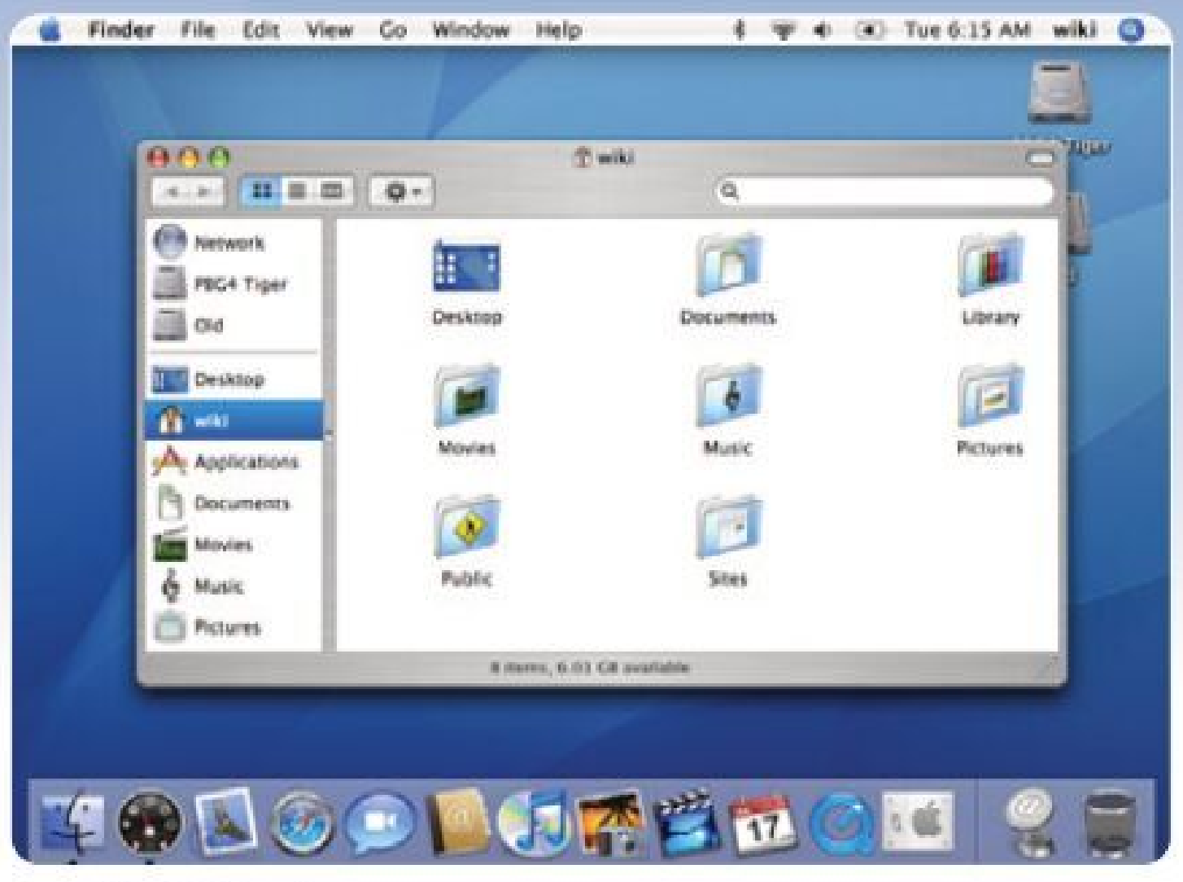
The release of Jaguar saw a new Apple logo (the large grey version), better search functionality and Universal Access. iChat and the Address Book were also introduced with this version.



**2003**

**Version: Mac OS X 10.3**
**Codename: Panther**
**Date: October 24th, 2003**

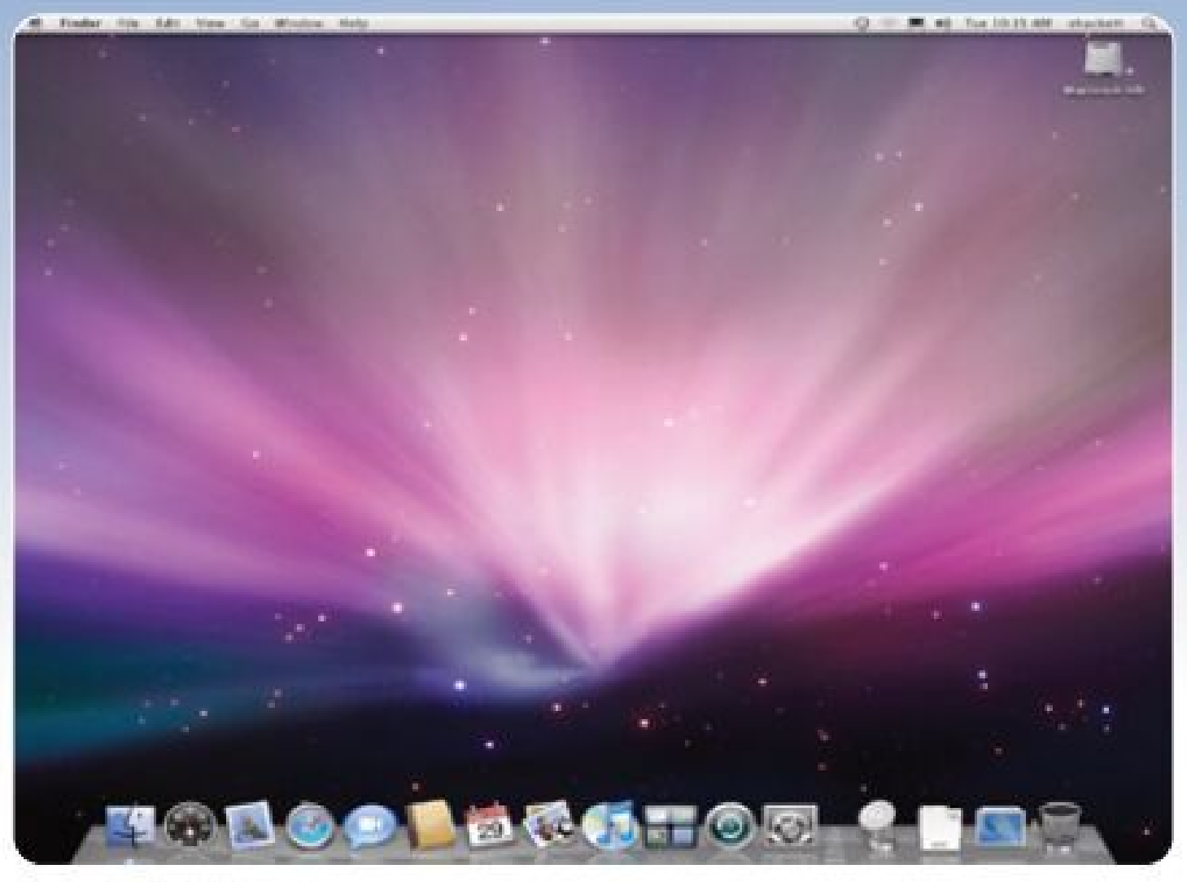
We saw Safari becoming the default Internet browser with the launch of Panther, alongside Exposé and some much-needed performance enhancements.



**2005**

**Version: Mac OS X 10.4**
**Codename: Tiger**
**Date: April 29th, 2005**

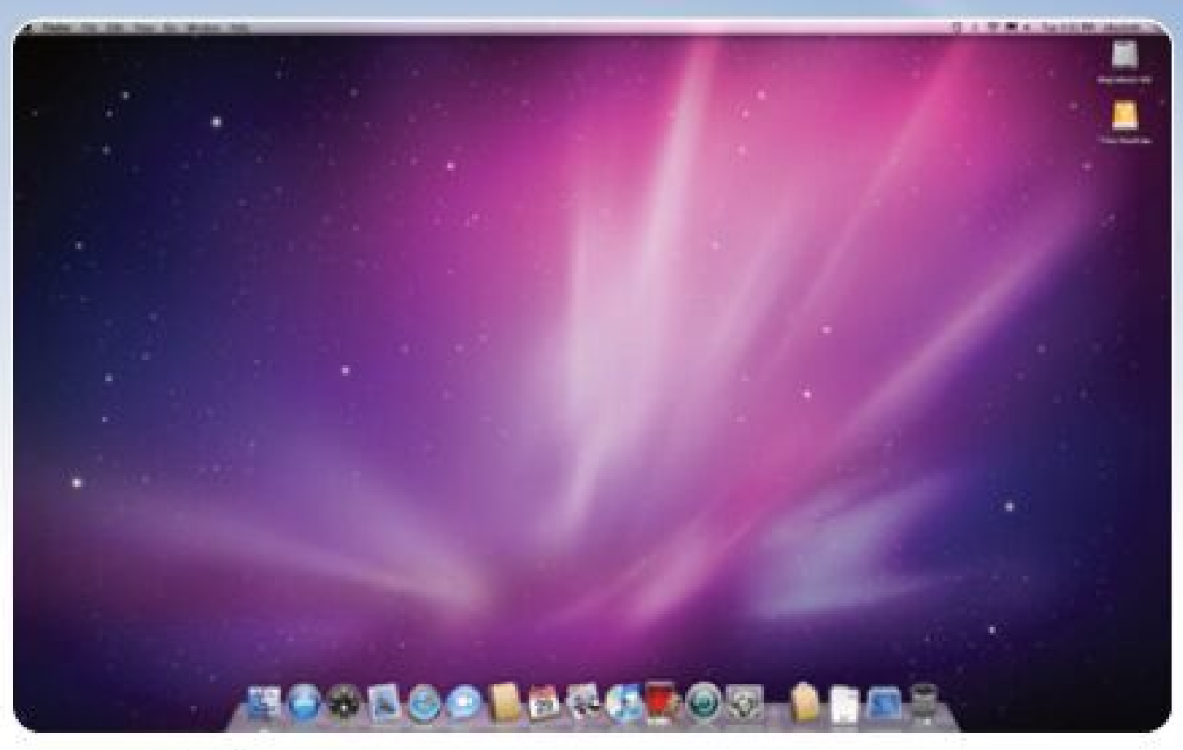
One of our favourite new versions of Mac OS X. Tiger was a hefty release with over 200 new features, including Apple TV, Spotlight and Dashboard.



**2007**

**Version: Mac OS X 10.5**
**Codename: Leopard**
**Date: October 26th, 2007**

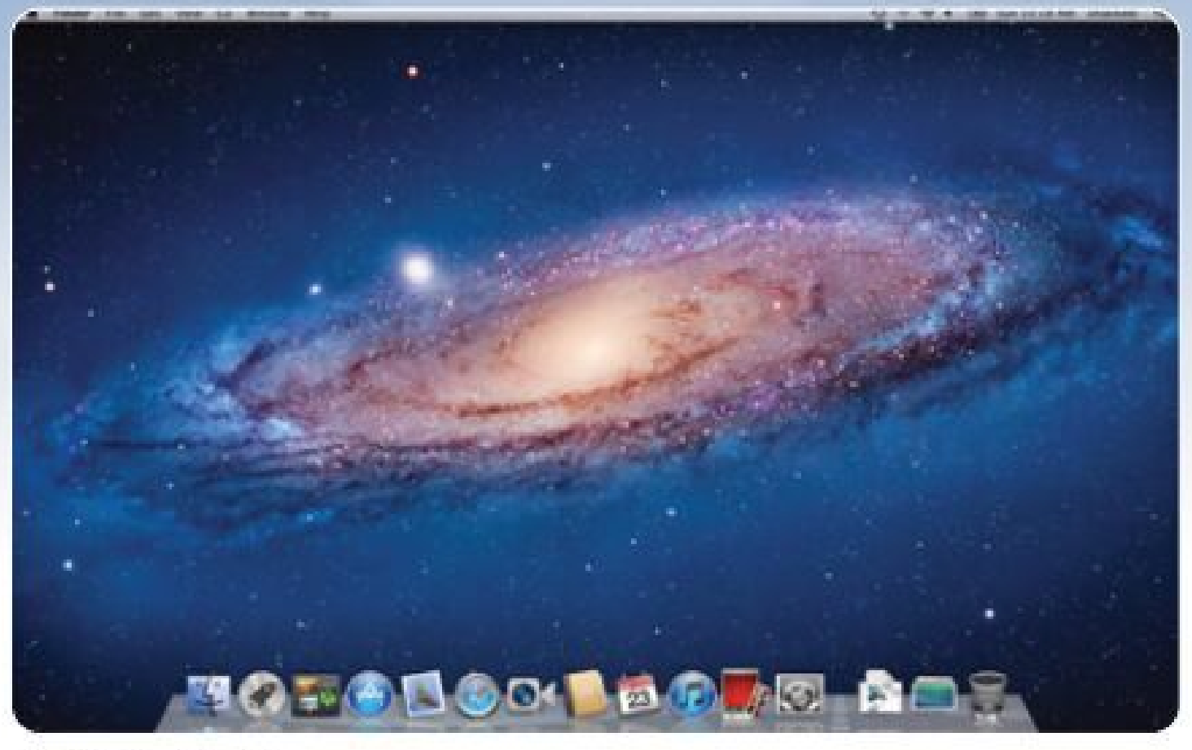
Leopard was a long time coming but when it did it brought with it one of the most impressive leaps in desktop technology. Time Machine, Boot Camp and full 64-bit support were all introduced in 2007's OS.



**2009**

**Version: Mac OS X 10.6**
**Codename: Snow Leopard**
**Date: August 28th, 2009**

Another two years apart and Snow Leopard brought us the Mac App Store, 64-bit apps and many more refinements that made it an excellent upgrade for those wanting more from their Macs.



**2011**

**Version: Mac OS X 10.7**
**Codename: Lion**
**Date: July 20th, 2011**

Apple adopts this whole cloud thing back in 2011, with the introduction of iCloud alongside a number of refinements, performance enhancements and core OS improvements.

## 2012

**Version: Mac OS X 10.8**
**Codename: Mountain Lion**
**Date: July 25th, 2012**

Despite the fact that the world was set to end in 2012, it didn't stop Apple from adding a lot of enhancements to 2011's Lion. This is one of the first OS X versions to start integrating iOS perks.

## 2013

**Version: Mac OS X 10.9**
**Codename: Mavericks**
**Date: October 22nd, 2013**

The first OS X not to be named after a big cat, instead a surfing location in North California, Mavericks introduced Maps, iBooks and iCloud Keychain encryption technology.

## 2014

**Version: Mac OS X 10.10**
**Codename: Yosemite**
**Date: October 16th, 2014**

Yosemite was an impressive upgrade, with a new sleek look and design that's paved the way for better iOS and OS X interaction – which culminates eventually with Big Sur.

## 2015

**Version: Mac OS X 10.11**
**Codename: El Capitan**
**Date: September 30th, 2015**

There were various improvements introduced with El Capitan, including dual-window functionality and Split Views alongside an upgraded Safari, Mail and other apps.

## 2016

**Version: macOS 10.12**
**Codename: Sierra**
**Date: September 20th, 2016**

Many see Sierra as the version that finally killed of OS X, since the OS is no longer referred to as Mac OS X and is from this point on known as, macOS. Siri is introduced with this version and support for the Apple Watch.

## 2017

**Version: macOS 10.13**
**Codename: High Sierra**
**Date: September 25th, 2017**

High Sierra was more of a performance improvement rather than an upheaval of the apps. The main reason for the increase in speed in the OS is down to the use of the Apple Fie System and video standard HEVC.

## 2018

**Version: macOS 10.14**
**Codename: Mojave**
**Date: September 24th, 2018**

Dark Mode and Dynamic Desktop were the two main updates on everyone's lips with the release of Mojave. Visual improvements aside, we also see some iOS apps being migrated across in the form of News, Home, Voice Memos and more.

## 2019

**Version: macOS 10.15**
**Codename: Catalina**
**Date: October 7th, 2019**

Catalina put the cat among the pigeons, with Apple dropping 32-bit apps. However, the move proved to be a good one in the long run, with better performance throughout.

## 2020

**Version: macOS 11**
**Codename: Big Sur**
**Date: November 12th, 2020**

Big Sur was the first operating system written for the new Apple Silicon processors, as well as Intel chips. It also featured a redesigned Notification Centre and a new Control Centre.

## 2021

**Version: macOS 12**
**Codename: Monterey**
**Date: Autumn, 2021**

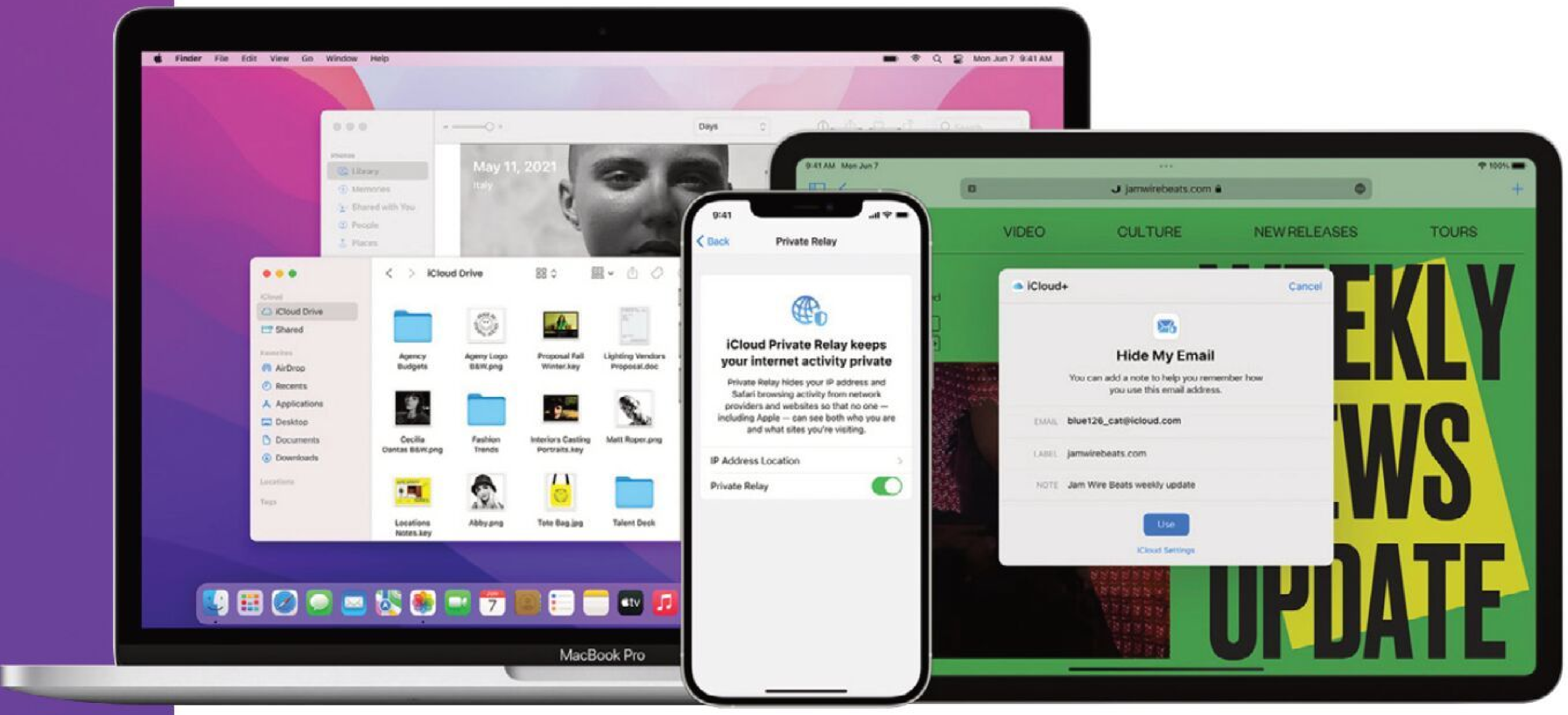
macOS Monterey introduced Shortcuts for the Mac, as well as Quick Notes, Live Text and more. The Safari app was completely overhauled, and new features were added to FaceTime.

macOS Monterey

Desktops Credit: 512pixels.net

# An Introduction to macOS Monterey

**macOS Monterey is the latest release of Apple’s Mac operating system, and it boasts some great new features. Let’s take a look at what Monterey can do for us, and why we should be excited about it.**



The new features associated with Apple’s iCloud+ service are available across all your Apple devices, including Macs running the new macOS Monterey.

## iCloud+

iCloud+ is a new service covering our Macs and mobile devices. Previously, the only benefit in subscribing to iCloud as opposed to enjoying the free 5GB of storage you get for free is the greater capacity it offers. But Monterey introduces iCloud+, free features for those who pay for iCloud.

How many times have you wanted to enter an online competition, but didn’t do so because you feared getting endless spam emails afterwards? With Hide My Email you can create a randomly generated email address that’s unique to you. Emails sent to this address are automatically forwarded to your own address. So if you enter that competition and win, you get the message. If they send unwanted adverts, you can disable the Hide My Email address you used, so the spam no longer reaches your inbox.

Other iCloud+ features include iCloud Private Relay and expanded HomeKit Secure Video support, which lets you upload even more footage from security cameras to your cloud storage.

## Shortcuts

Shortcuts was already a big feature on the iPhone and iPad, and with Monterey it arrived on the Mac. Shortcuts helps you automate everyday tasks. Open the Shortcuts app and you can use a huge range of pre-built actions designed just for Mac to build routines to carry out all sorts of tasks. You can make shortcuts to instantly share files, make animated GIFs, and so much more too. You can activate a shortcut from the Mac’s menu bar, or by asking Siri to do it. You can even import existing Automator workflows into Shortcuts and be up and running right away.

Not everyone will bother with Shortcuts, but if you take time to write some decent routines that fit the way you use your Mac, it’s a rewarding and useful tool.

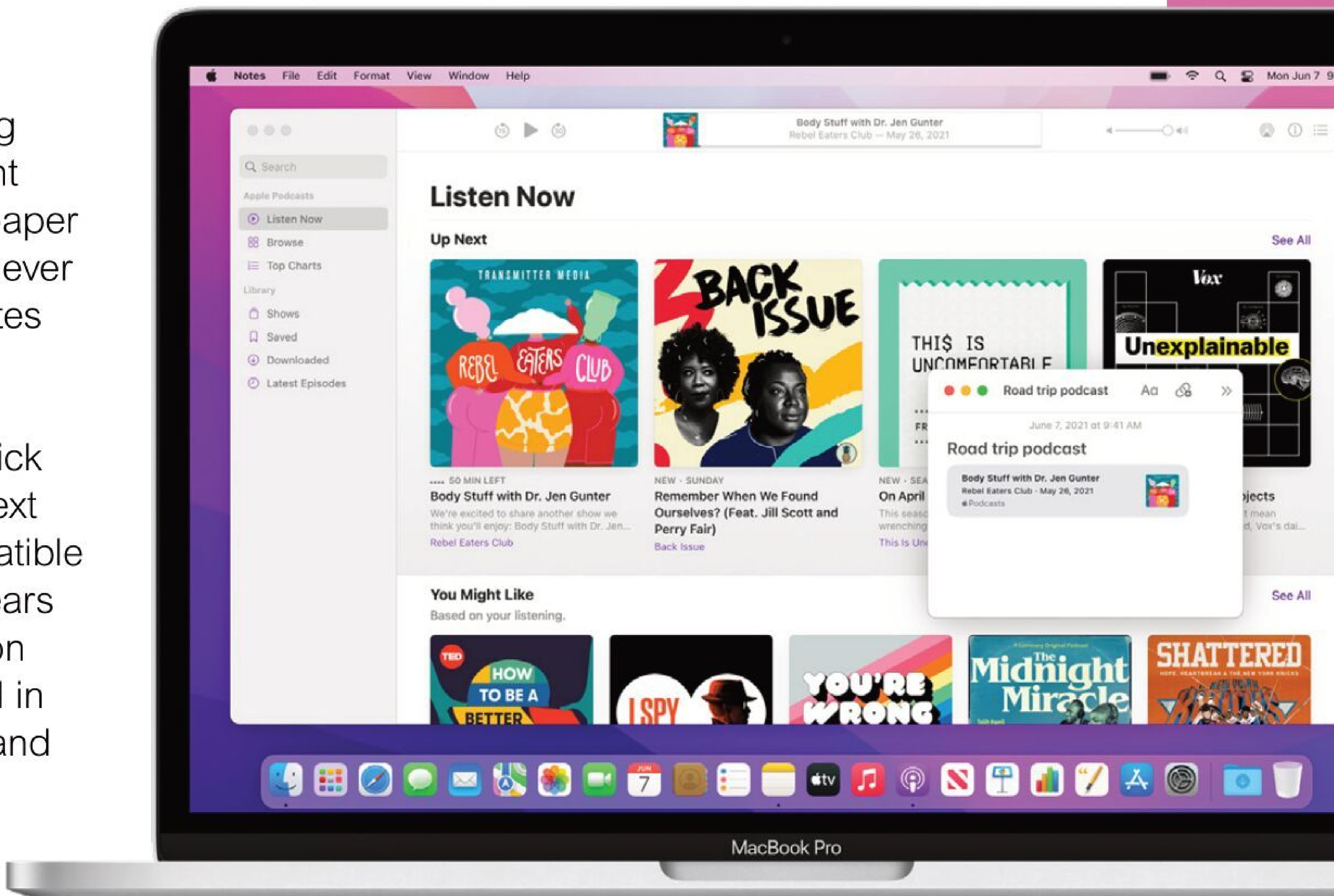
Shortcuts is coming to the Mac with macOS Monterey.

# Quick Note

Notes is a hugely popular app. It's a great way of keeping your jottings handy, and always on your person. You might forget to carry a notebook with you, or leave a scrap of paper in your trouser pocket and wreck it in the wash, but you never leave home without your phone, right? With Monterey, Notes got a great new feature – Quick Note – which lets you jot down anything you like, from anywhere on your Mac.

Whichever app you're working on, you can open a Quick Note and jot something down. You can copy and paste text into a Quick Note, add web links and more, and in compatible apps you can even add a link to a Quick Note, so it appears when you open the app or document you were working on when you made the note. Your Quick Notes can be found in the Notes app, and are synced in Notes on your iPhone and iPad too.

Quick Note is a feature that will show its strengths over time, but even after a couple of weeks it's proving useful. After a couple of months with Monterey, when you've got into the habit of using it, Quick Note should prove invaluable.


Listen Now
Up Next
You Might Like
Road trip podcast
MacBook Pro

**Make a Quick Note from anywhere on your Mac, and review it in the Notes app.**

## Also on iPhone and iPad.

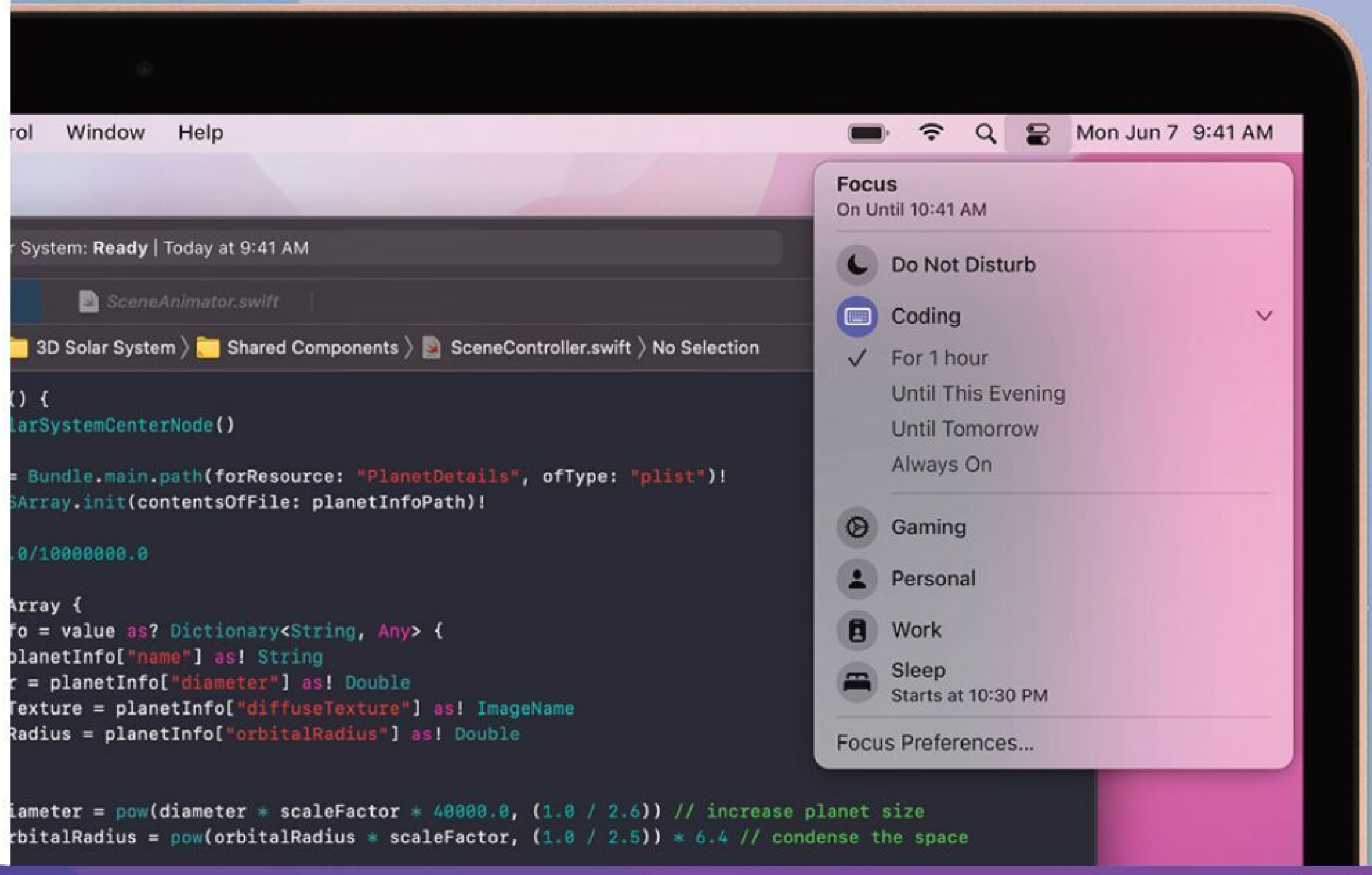
macOS Monterey also brings to the Mac some great features that are shared with iOS and iPadOS.

The FaceTime app gets SharePlay, a feature that lets you chat to friends and family while you all listen to the same music or watch the same movie or TV show, with your media playing in sync. It's a great way to have a film evening without being in the same house. Spacial Audio means during FaceTime group conversations, the sound comes from the direction of the person who's speaking, making conversations more natural, and you can choose a Mic Mode that cuts ambient noise or lets it in, depending on your needs. You can have a group chat using a grid view and schedule a chat with Calendar events too.

In the Messages app, the Shared with You feature makes it easy to find media that's been shared in Message chats in their native apps. These are offered in Shared with You sections in Podcasts, Photos, Apple News, Safari and more.

Talking of Safari, it's had a major overhaul on the Mac and Apple mobile devices, making it much more intuitive to use. If you open a lot of tabs, you'll love Tab Groups, for example.

You can design your own Do Not Disturb setups using the Focus feature, and Universal Control lets you use your Mac and iPad in unison, using your Mac's keyboard and mouse/trackpad. It's all in macOS Monterey.unique to the Mac.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System: Ready | Today at 9:41 AM
SceneAnimator.swift
3D Solar System
Shared Components
SceneController.swift
No Selection
Focus
On Until 10:41 AM
Do Not Disturb
Coding
For 1 hour
Until This Evening
Until Tomorrow
Always On
Gaming
Personal
Work
Sleep
Starts at 10:30 PM
Focus Preferences...

```
() {
larSystemCenterNode()

= Bundle.main.path(forResource: "PlanetDetails", ofType: "plist")!
SArray.init(contentsOfFile: planetInfoPath)!

.0/10000000.0

Array {
fo = value as? Dictionary<String, Any> {
planetInfo["name"] as! String
r = planetInfo["diameter"] as! Double
Texture = planetInfo["diffuseTexture"] as! ImageName
Radius = planetInfo["orbitalRadius"] as! Double


iameter = pow(diameter * scaleFactor * 40000.0, (1.0 / 2.6)) // increase planet size
rbitalRadius = pow(orbitalRadius * scaleFactor, (1.0 / 2.5)) * 6.4 // condense the space
```

**Focus is an interesting new feature that's available across Apple devices.**

## System Requirements.

All Apple Silicon Macs and the following Intel Macs can run Monterey.

Desktops

- iMac late 2015 and later
- iMac Pro 2017 and later
- Mac mini late 2014 and later
- Mac Pro late 2013 and later

Notebooks

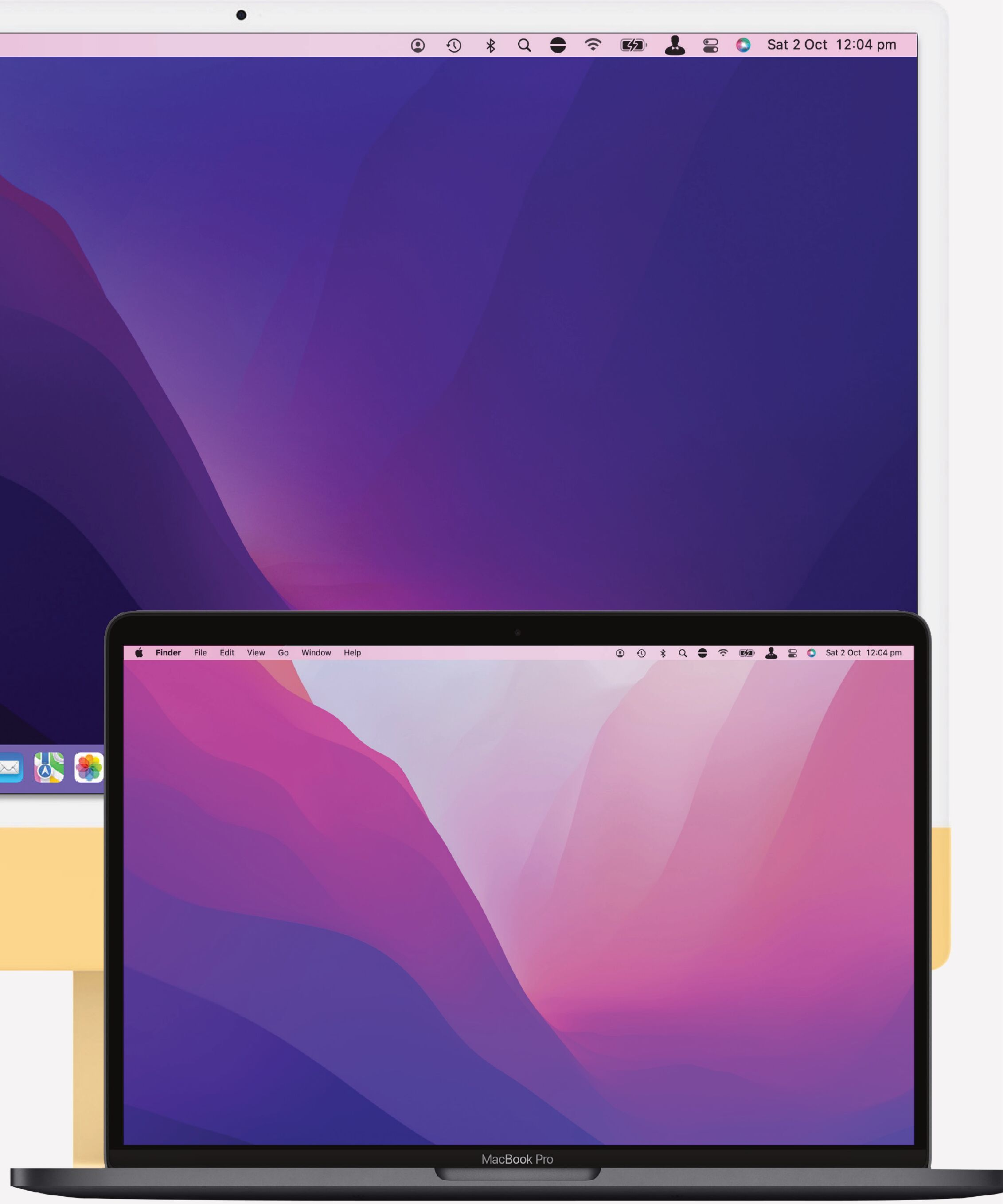
- MacBook Air early 2015 and later
- MacBook Pro early 2015 and later
- MacBook early 2016 and later to see more new features that are unique to the Mac.

# First Steps with macOS Monterey

This section is designed for people who are new to the Mac, or intermediate users who would like to know more about its features such as Widgets, Finder, Menus, Gestures, Dock and more. If you haven't yet set up your Mac, there's a guide to getting started straight out of the box, and when you're ready to install more apps, you can learn how to do that too.

Learn more >

Go
Window
Help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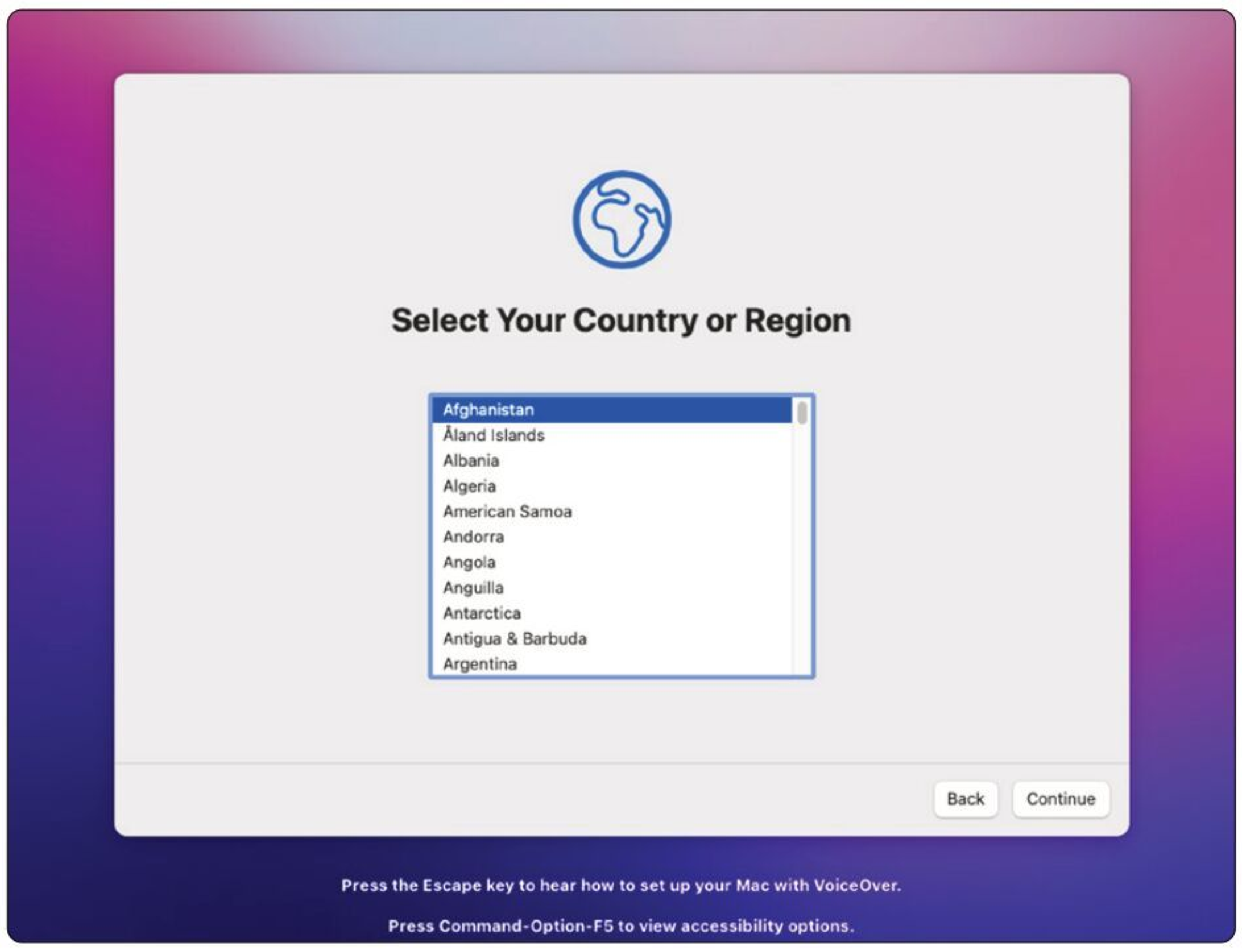
Finder
File
Edit
View
Go
Window
Help
Sat 2 Oct 12:04 pm
MacBook Pro

# Set Up Your Mac
# For the First Time

If you have a new Mac but have not yet set it up, follow this guide. It's nothing to be afraid of; follow the guide and the on-screen instructions, and step by step, you get to set your Mac's language, take it onto the Internet with your local Wi-Fi network, sign in with your all-important Apple ID and more.



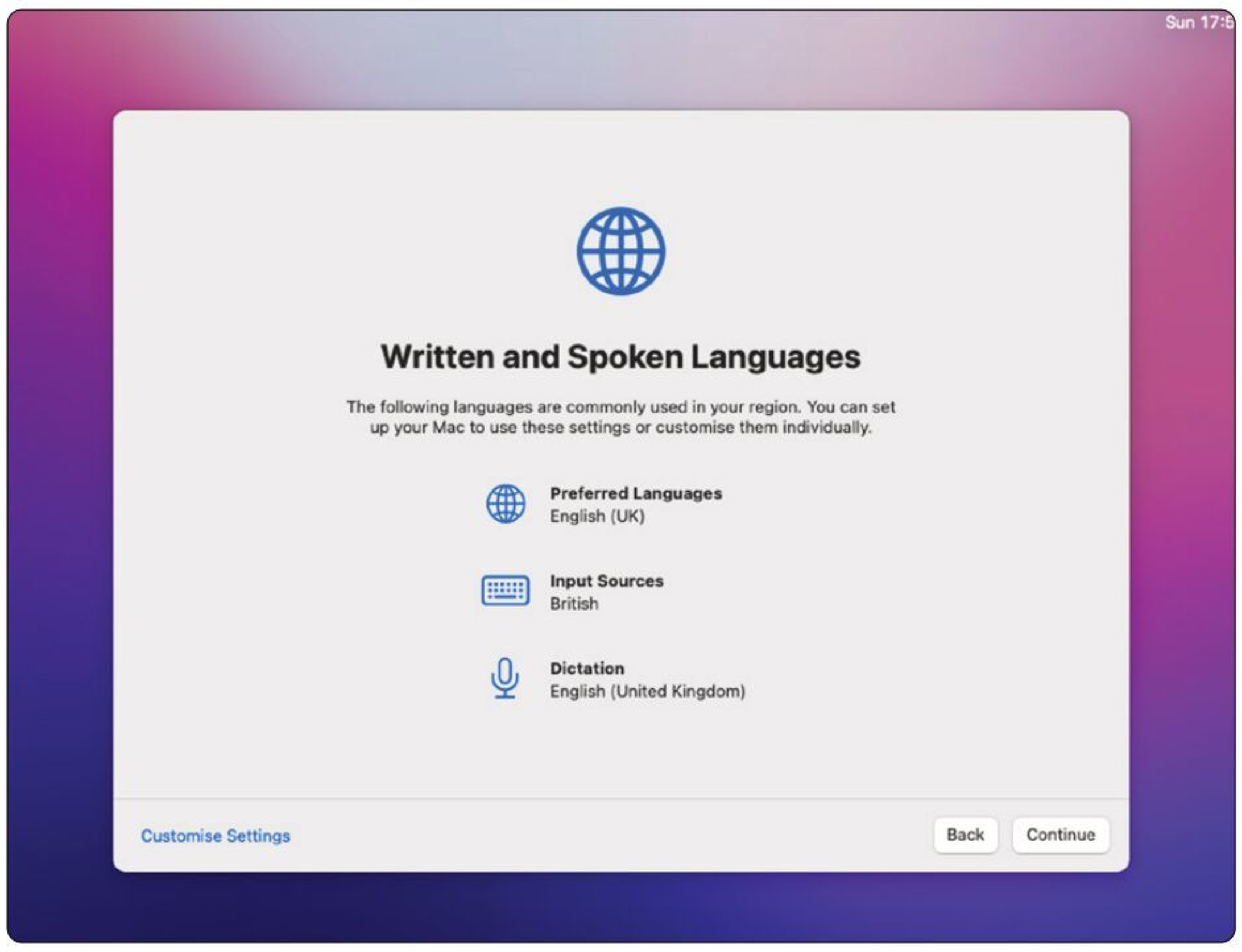
Select Your Country or Region

Press the Escape key to hear how to set up your Mac with VoiceOver.

Press Command-Option-F5 to view accessibility options.

Afghanistan
Åland Islands
Albania
Algeria
American Samoa
Andorra
Angola
Anguilla
Antarctica
Antigua & Barbuda
Argentina
Back
Continue

**1** Your first step is to choose your territory, that is, where you live and will be using your Mac. You can scroll the list of countries up and down to find your own, or start to type it to get there quicker. Click your country to highlight your choice, then click Continue.



Written and Spoken Languages

The following languages are commonly used in your region. You can set up your Mac to use these settings or customise them individually.

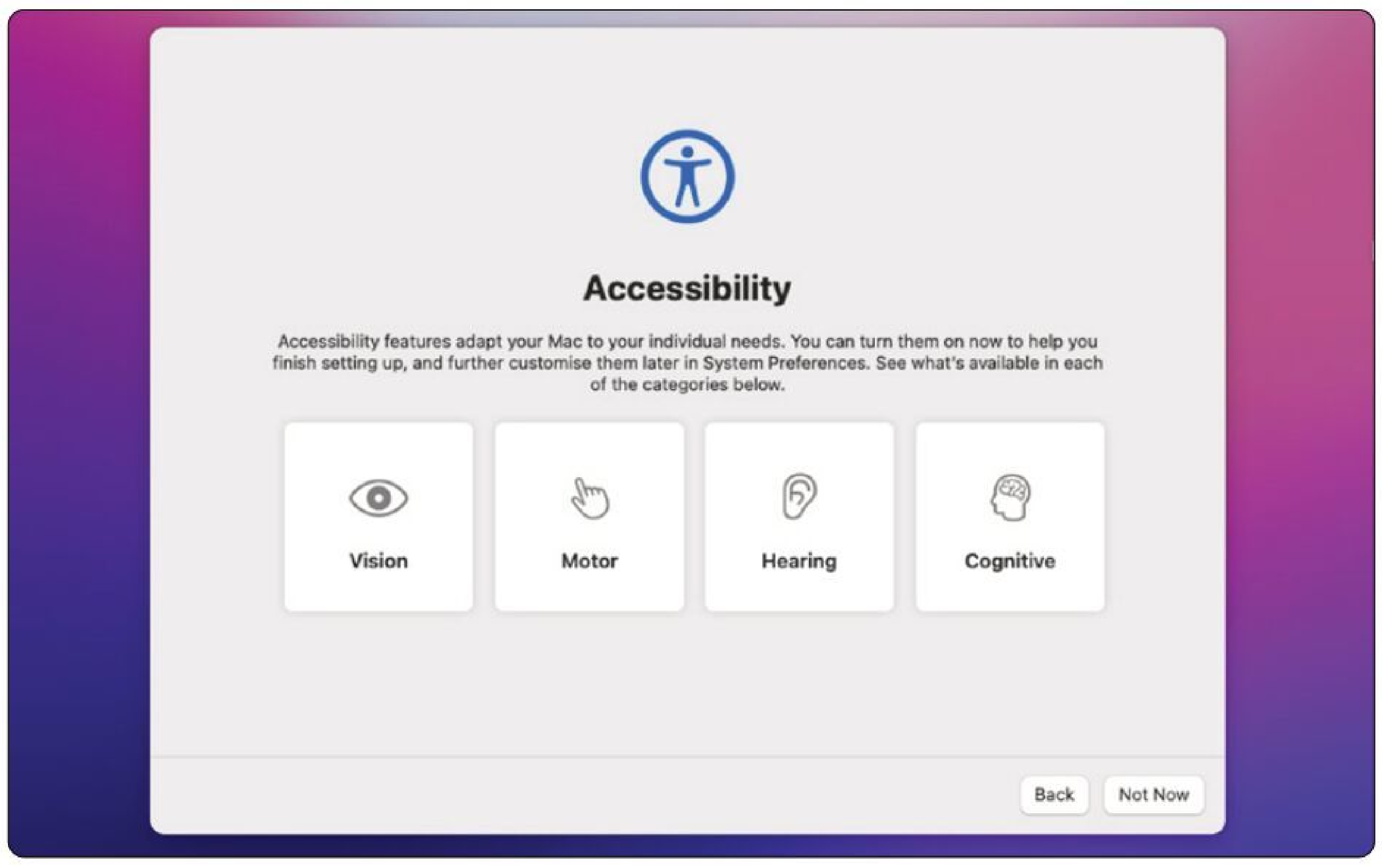
Preferred Languages
English (UK)

Input Sources
British

Dictation
English (United Kingdom)

Sun 17:5
Customise Settings
Back
Continue

**2** Now select your language and input source. The default ones for your chosen territory are offered, but if you want to change them, click Customise Settings and set the language your Mac uses and the keyboard layout to suit your specific needs.

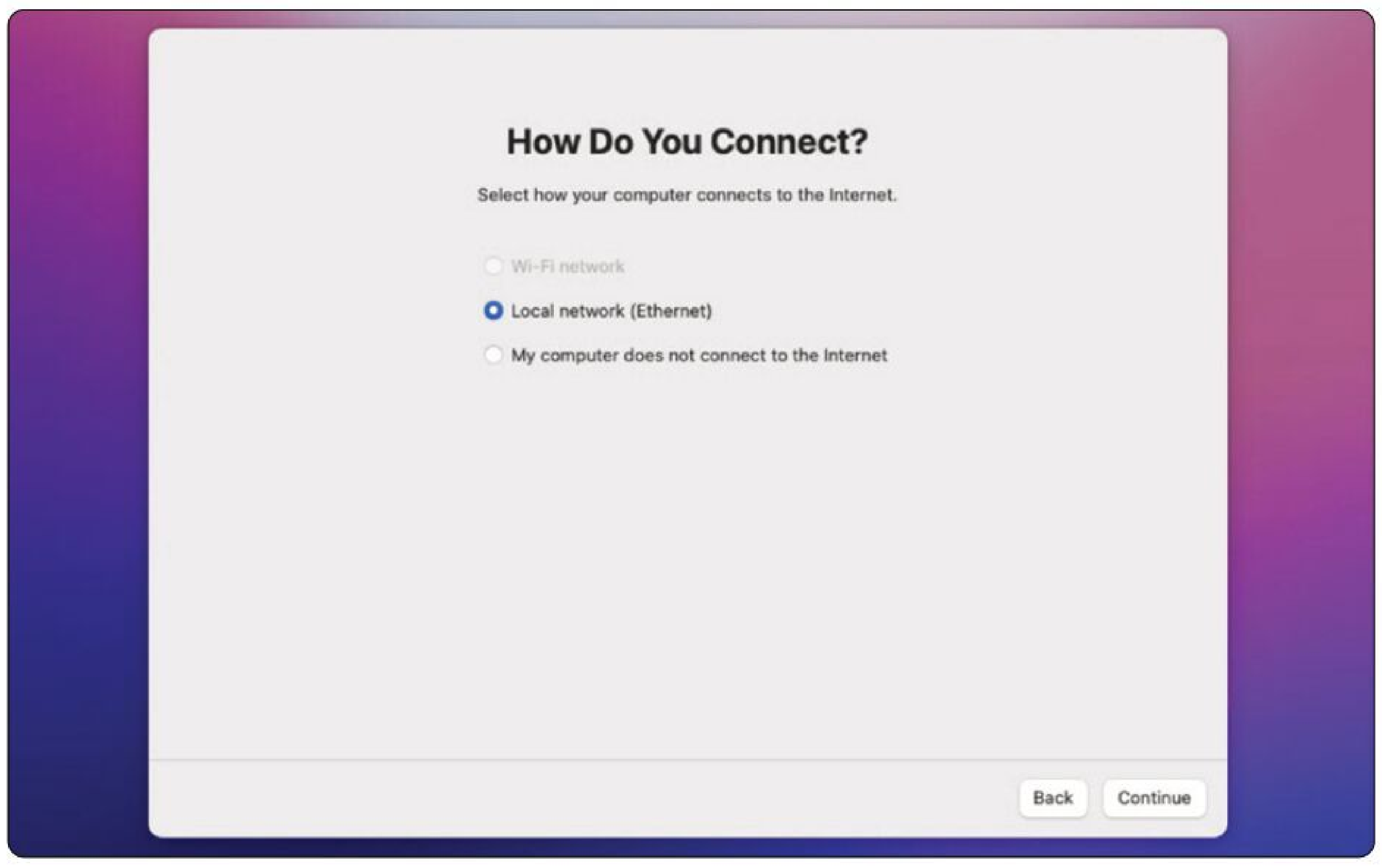


Accessibility

Accessibility features adapt your Mac to your individual needs. You can turn them on now to help you finish setting up, and further customise them later in System Preferences. See what's available in each of the categories below.

Vision
Motor
Hearing
Cognitive
Back
Not Now

**3** If you have a disability that makes it harder to use a computer, the Mac's Accessibility tools could be of interest. If you want to set up your Accessibility settings now, click one of the buttons. If not, click Not Now – you can do it later in Settings.



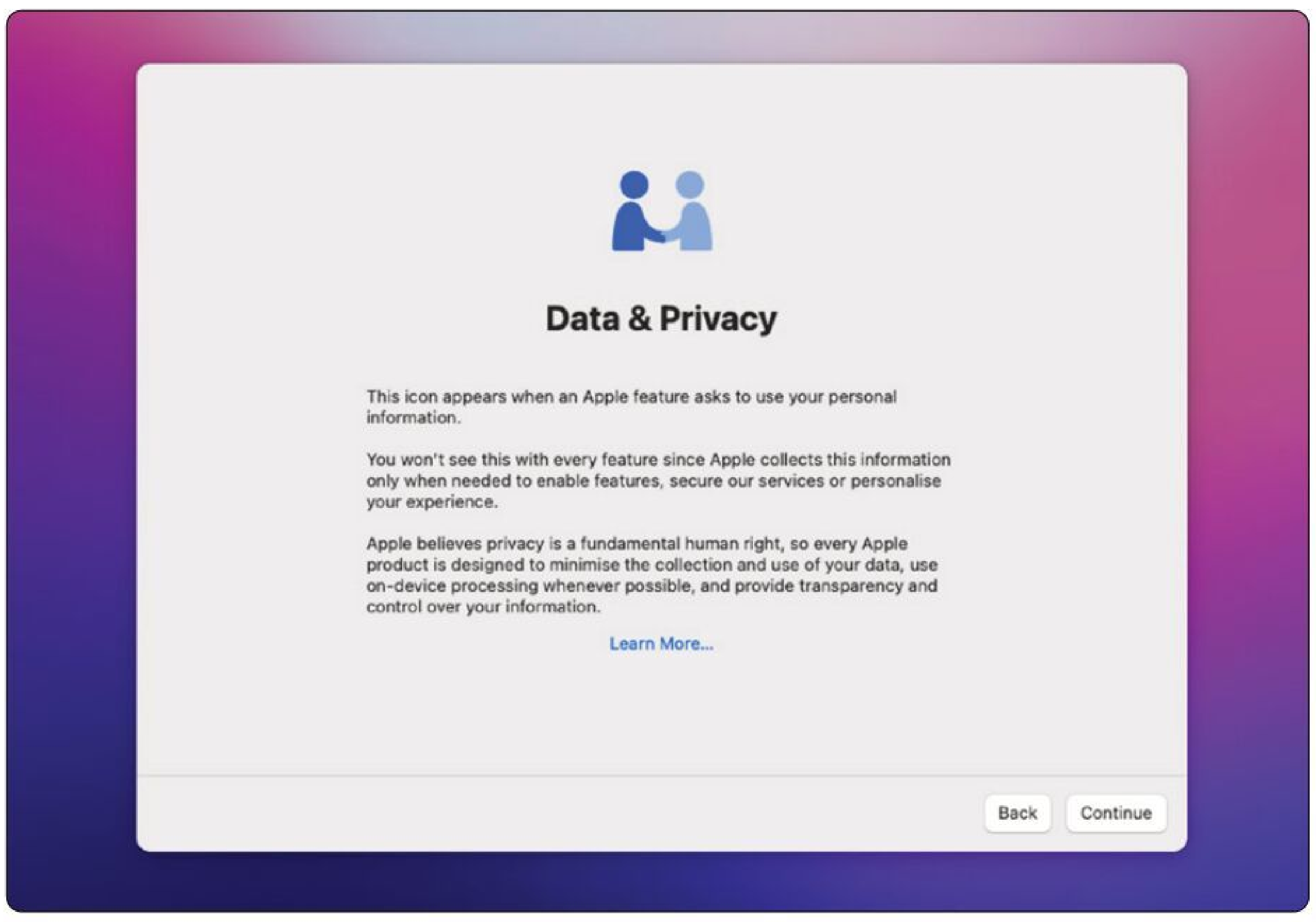
How Do You Connect?

Select how your computer connects to the Internet.

○ Wi-Fi network
● Local network (Ethernet)
○ My computer does not connect to the Internet

Back
Continue

**4** Choose how you want to connect to the Internet. If you use Ethernet, there's nothing else to do, but if you use Wi-Fi, you then need to follow the on-screen instructions on finding your own network and entering your password. Keep your router instructions handy.



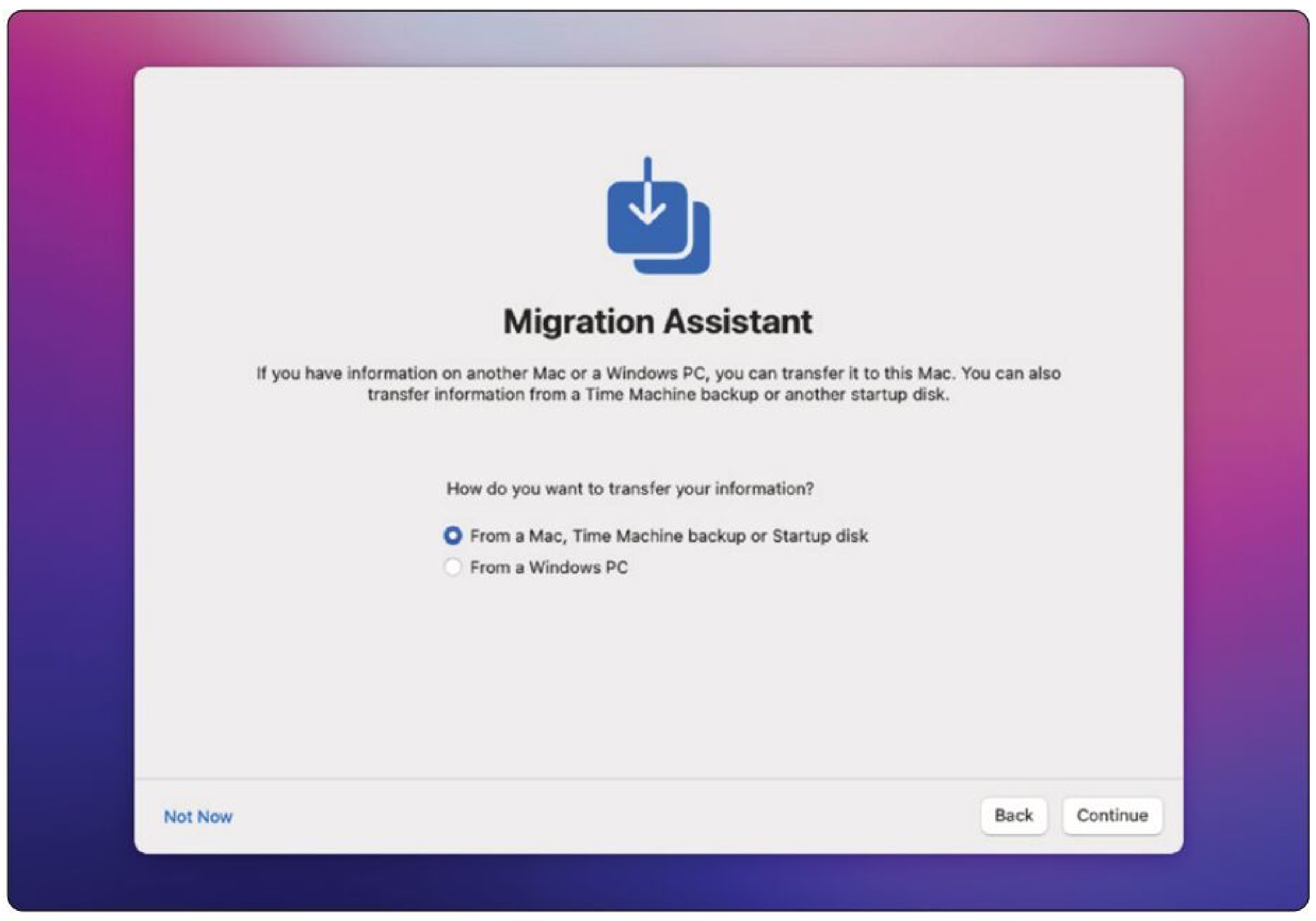
## Data & Privacy

This icon appears when an Apple feature asks to use your personal information.

You won't see this with every feature since Apple collects this information only when needed to enable features, secure our services or personalise your experience.

Apple believes privacy is a fundamental human right, so every Apple product is designed to minimise the collection and use of your data, use on-device processing whenever possible, and provide transparency and control over your information.

**5** Next comes the Data & Privacy screen. You're shown an icon that appears when an Apple feature collects information, and needs your permission. There's nothing you need to do on this screen, just read it for reference and move on once more.



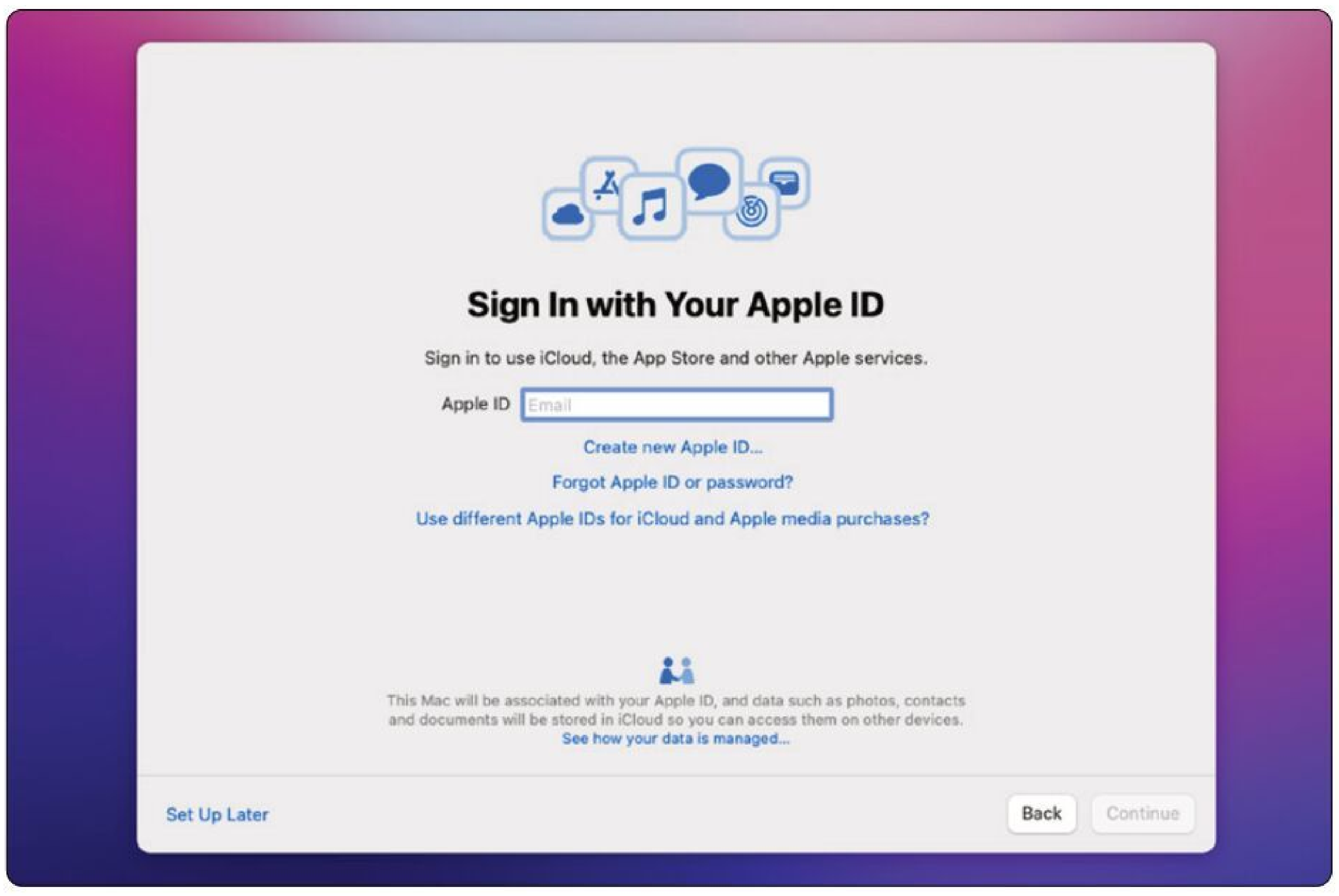
## Migration Assistant

If you have information on another Mac or a Windows PC, you can transfer it to this Mac. You can also transfer information from a Time Machine backup or another startup disk.

How do you want to transfer your information?

● From a Mac, Time Machine backup or Startup disk
○ From a Windows PC

**6** You're invited to transfer information from a Mac or Time Machine backup, a Windows PC or not at all. To transfer data from your old computer, choose the correct option and follow the on screen instructions. Otherwise, choose the last option to start afresh.



## Sign In with Your Apple ID

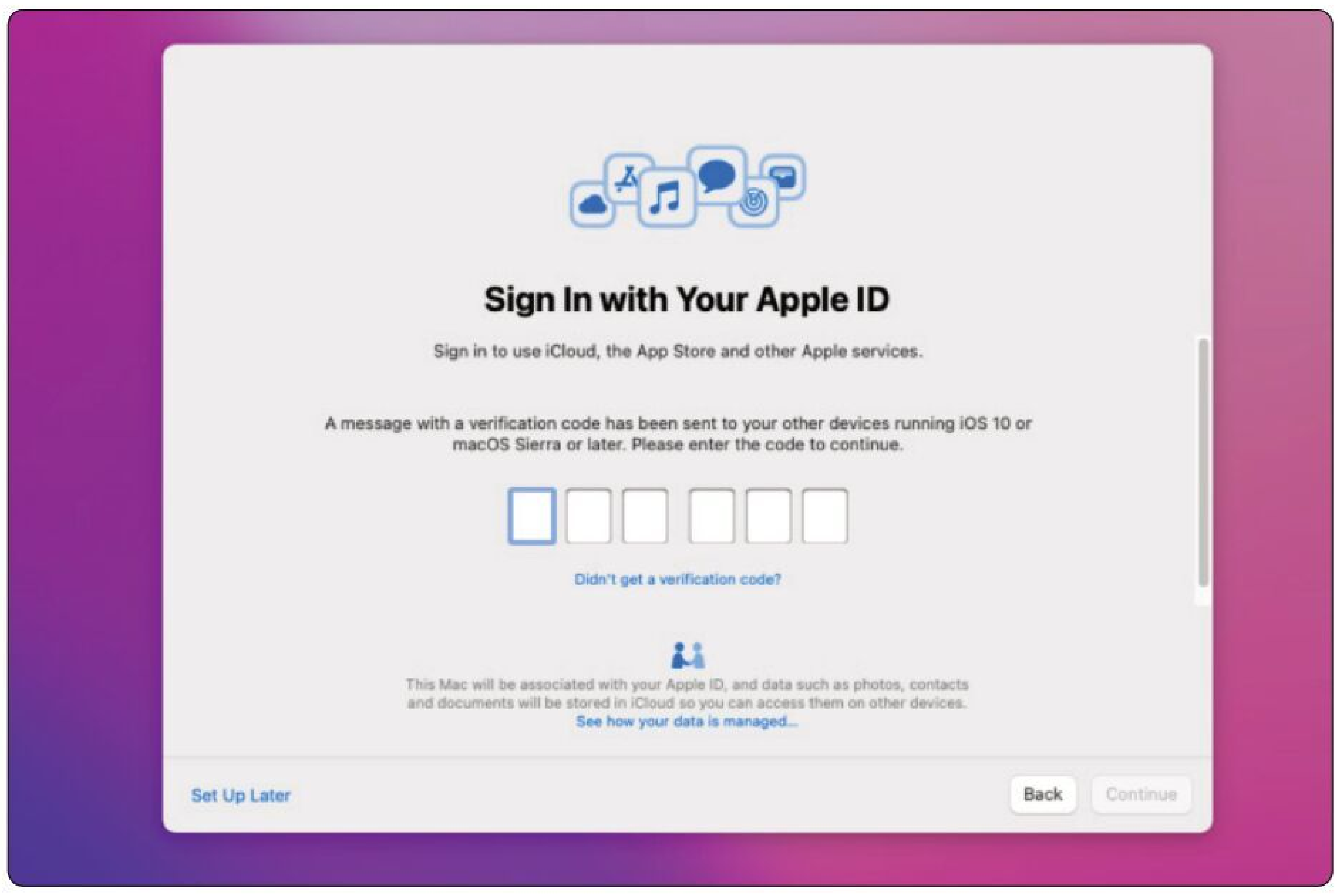
Sign in to use iCloud, the App Store and other Apple services.

Apple ID: Email

This Mac will be associated with your Apple ID, and data such as photos, contacts and documents will be stored in iCloud so you can access them on other devices.

Create new Apple ID...
Forgot Apple ID or password?
Use different Apple IDs for iCloud and Apple media purchases?
See how your data is managed...
Set Up Later
Back
Continue

**7** Now it's time to sign in with your Apple ID. If you already have an Apple ID, sign in now with your password. If you don't, click the Create New Apple ID link and follow the on-screen instructions. There's also a link for if you've forgotten your Apple ID.



## Sign In with Your Apple ID

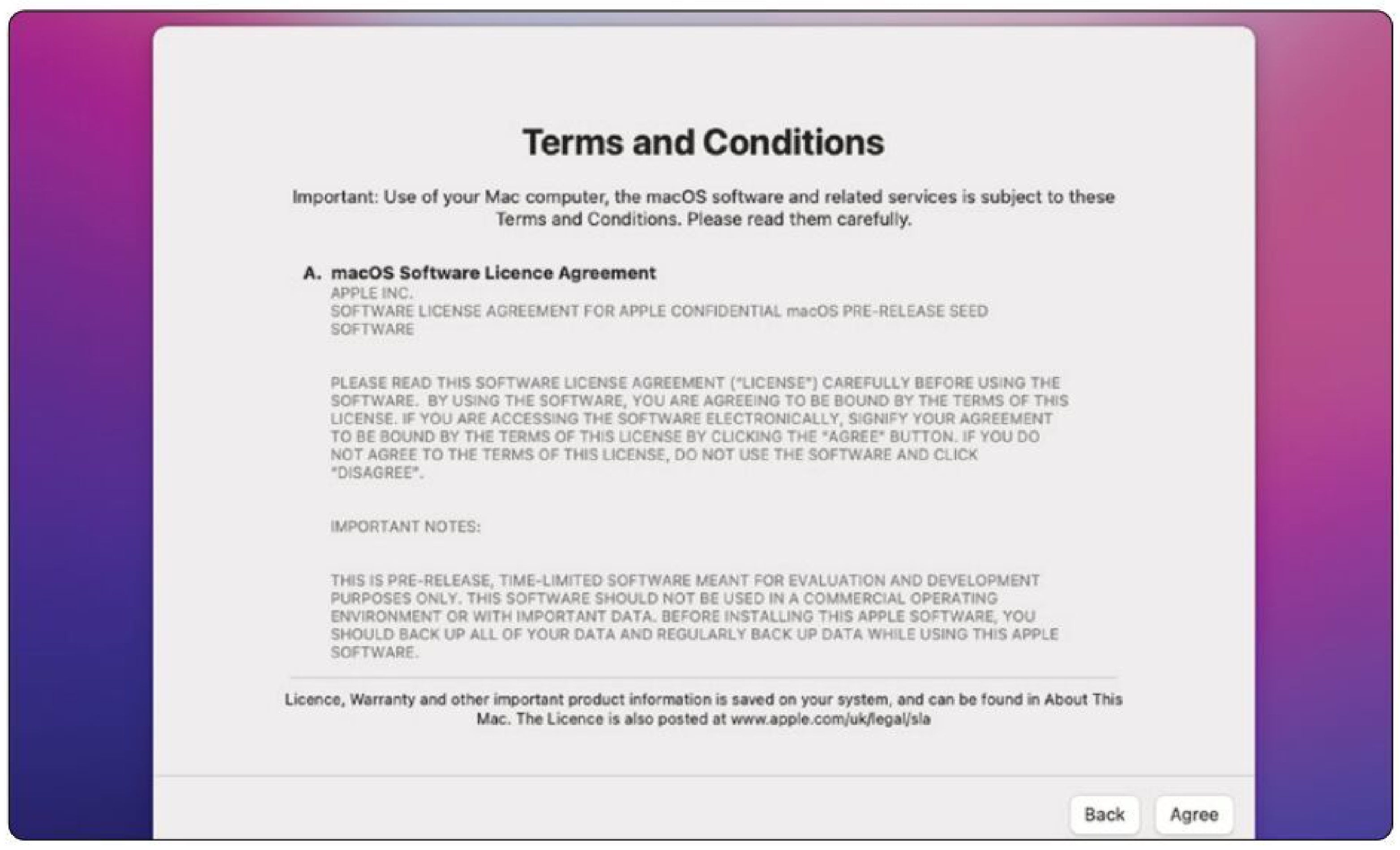
Sign in to use iCloud, the App Store and other Apple services.

A message with a verification code has been sent to your other devices running iOS 10 or macOS Sierra or later. Please enter the code to continue.

This Mac will be associated with your Apple ID, and data such as photos, contacts and documents will be stored in iCloud so you can access them on other devices.

Didn't get a verification code?
See how your data is managed...
Set Up Later
Back
Continue

**8** If you already have an Apple device, a pop-up window appears asking you to allow the new log-in. Do so, and a six-figure number is sent, which you must type now. If it doesn't arrive, click the link under the number fields and follow the instructions. Otherwise, type the numbers and proceed.



## Terms and Conditions

Important: Use of your Mac computer, the macOS software and related services is subject to these Terms and Conditions. Please read them carefully.

**A. macOS Software Licence Agreement**

APPLE INC.
SOFTWARE LICENSE AGREEMENT FOR APPLE CONFIDENTIAL macOS PRE-RELEASE SEED SOFTWARE

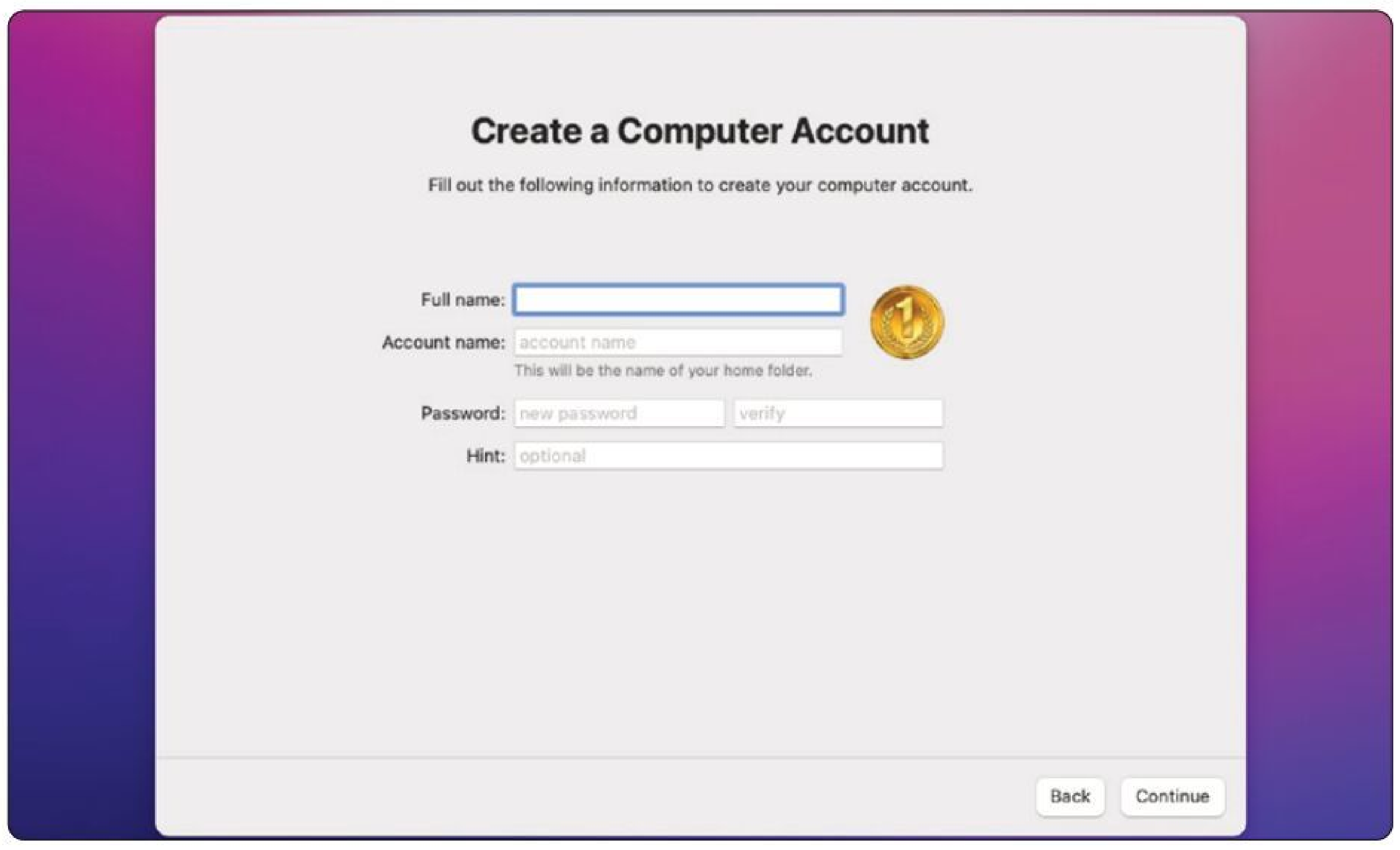
PLEASE READ THIS SOFTWARE LICENSE AGREEMENT ("LICENSE") CAREFULLY BEFORE USING THE SOFTWARE. BY USING THE SOFTWARE, YOU ARE AGREEING TO BE BOUND BY THE TERMS OF THIS LICENSE. IF YOU ARE ACCESSING THE SOFTWARE ELECTRONICALLY, SIGNIFY YOUR AGREEMENT TO BE BOUND BY THE TERMS OF THIS LICENSE BY CLICKING THE "AGREE" BUTTON. IF YOU DO NOT AGREE TO THE TERMS OF THIS LICENSE, DO NOT USE THE SOFTWARE AND CLICK "DISAGREE".

IMPORTANT NOTES:

THIS IS PRE-RELEASE, TIME-LIMITED SOFTWARE MEANT FOR EVALUATION AND DEVELOPMENT PURPOSES ONLY. THIS SOFTWARE SHOULD NOT BE USED IN A COMMERCIAL OPERATING ENVIRONMENT OR WITH IMPORTANT DATA. BEFORE INSTALLING THIS APPLE SOFTWARE, YOU SHOULD BACK UP ALL OF YOUR DATA AND REGULARLY BACK UP DATA WHILE USING THIS APPLE SOFTWARE.

Licence, Warranty and other important product information is saved on your system, and can be found in About This Mac. The Licence is also posted at www.apple.com/uk/legal/sla

**9** You're shown a screen of Terms and Conditions, which you can read by scrolling if you wish. When you're ready, click the checkbox labelled 'I have read and agreed to the iCloud terms and conditions', then click the Agree button in the bottom-right.

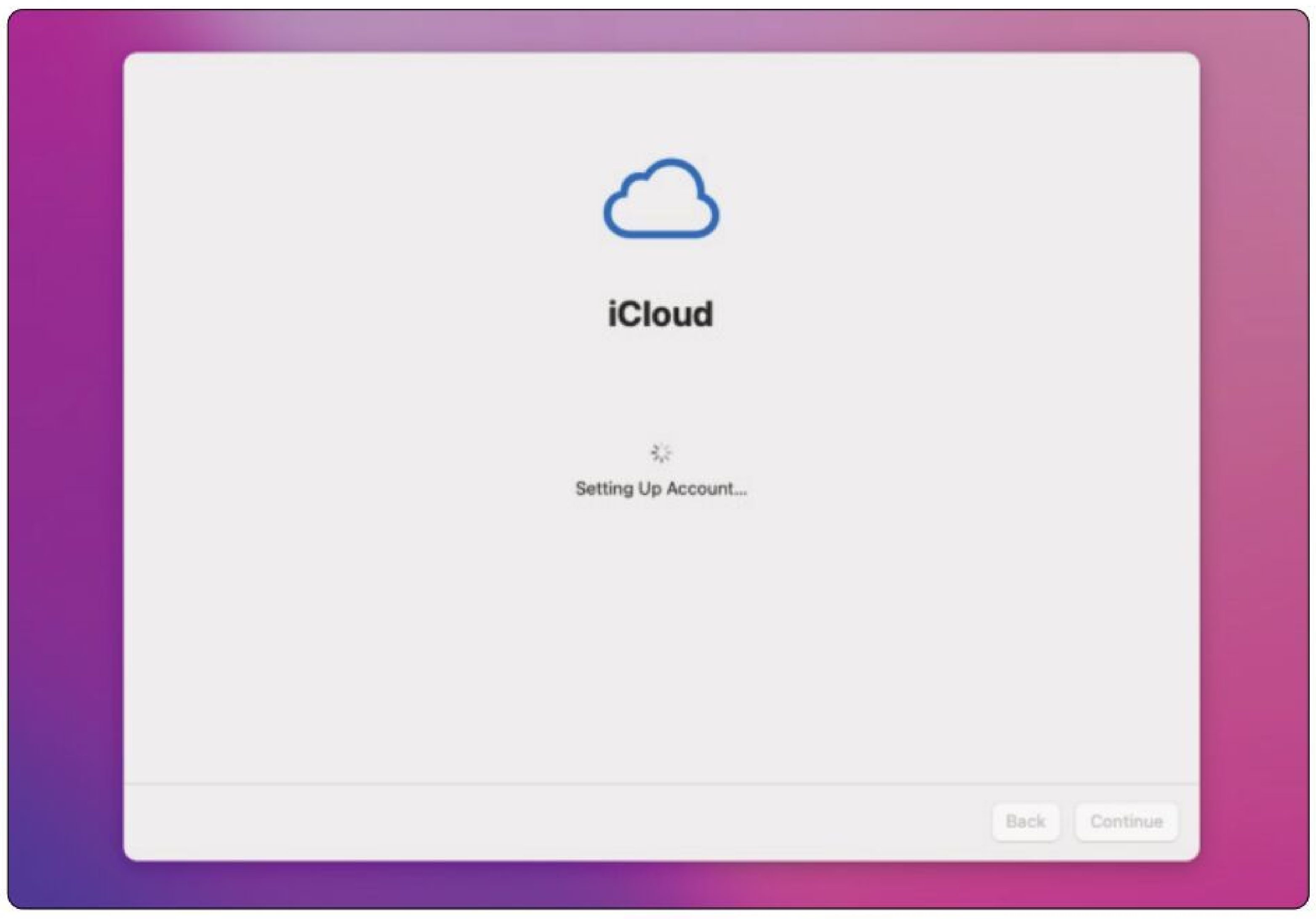


## Create a Computer Account

Fill out the following information to create your computer account.

Full name:
Account name: account name
This will be the name of your home folder.
Password: new password verify
Hint: optional

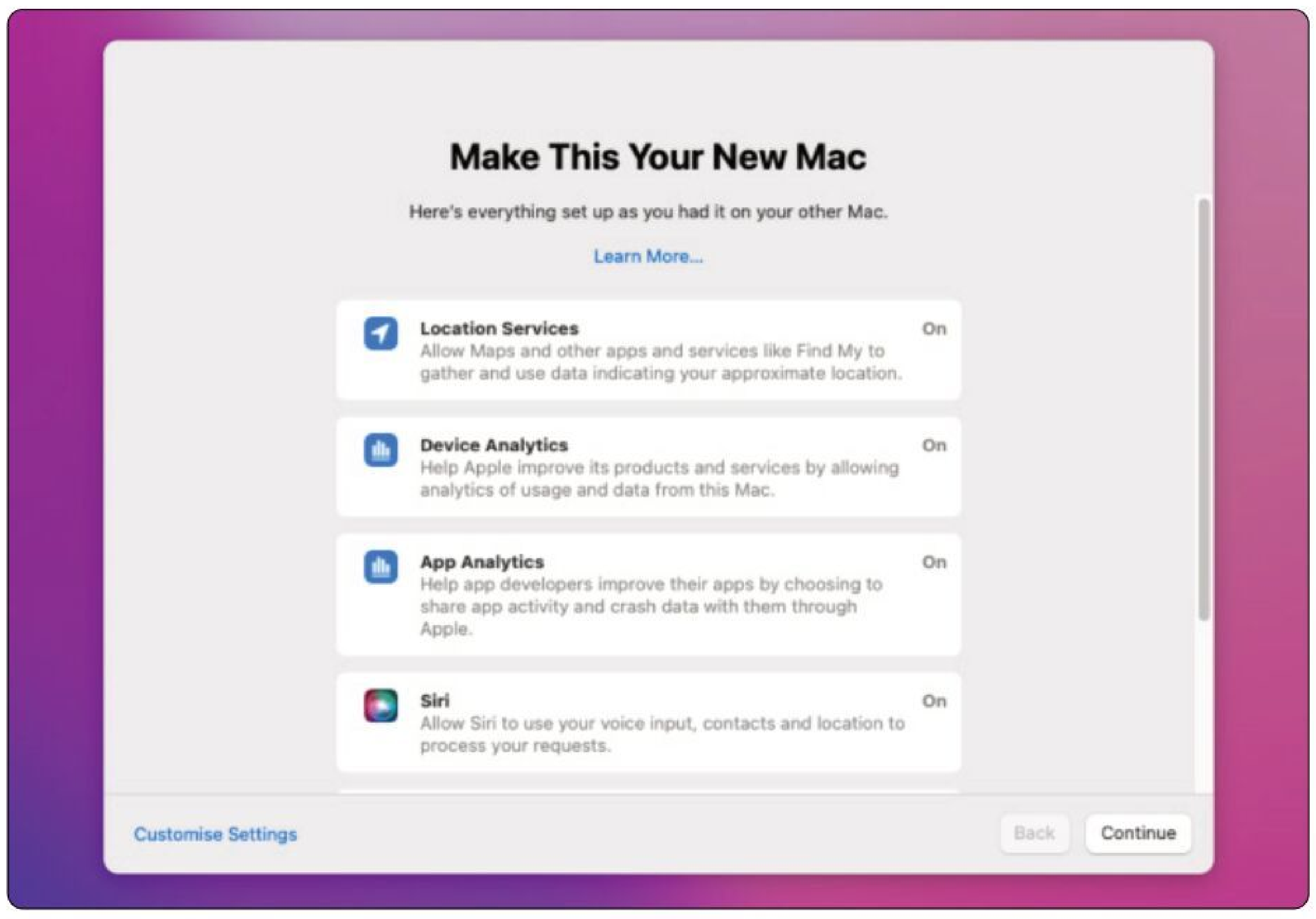
**10** Your account name is based on your Apple ID name but your password, which unlocks the computer, should be chosen now. Choose something you can remember and enter a hint in case you forget. Click the small picture to choose a different one, or take a photo using the Mac's camera.



iCloud

Setting Up Account...

**11** The Mac now sets up your iCloud account on your computer. This is the screen you see while it's working things out. You don't have to do anything; just sit and wait. It takes just a few minutes, so don't assume it's got stuck and try to interrupt or restart it.



Make This Your New Mac

Here's everything set up as you had it on your other Mac.

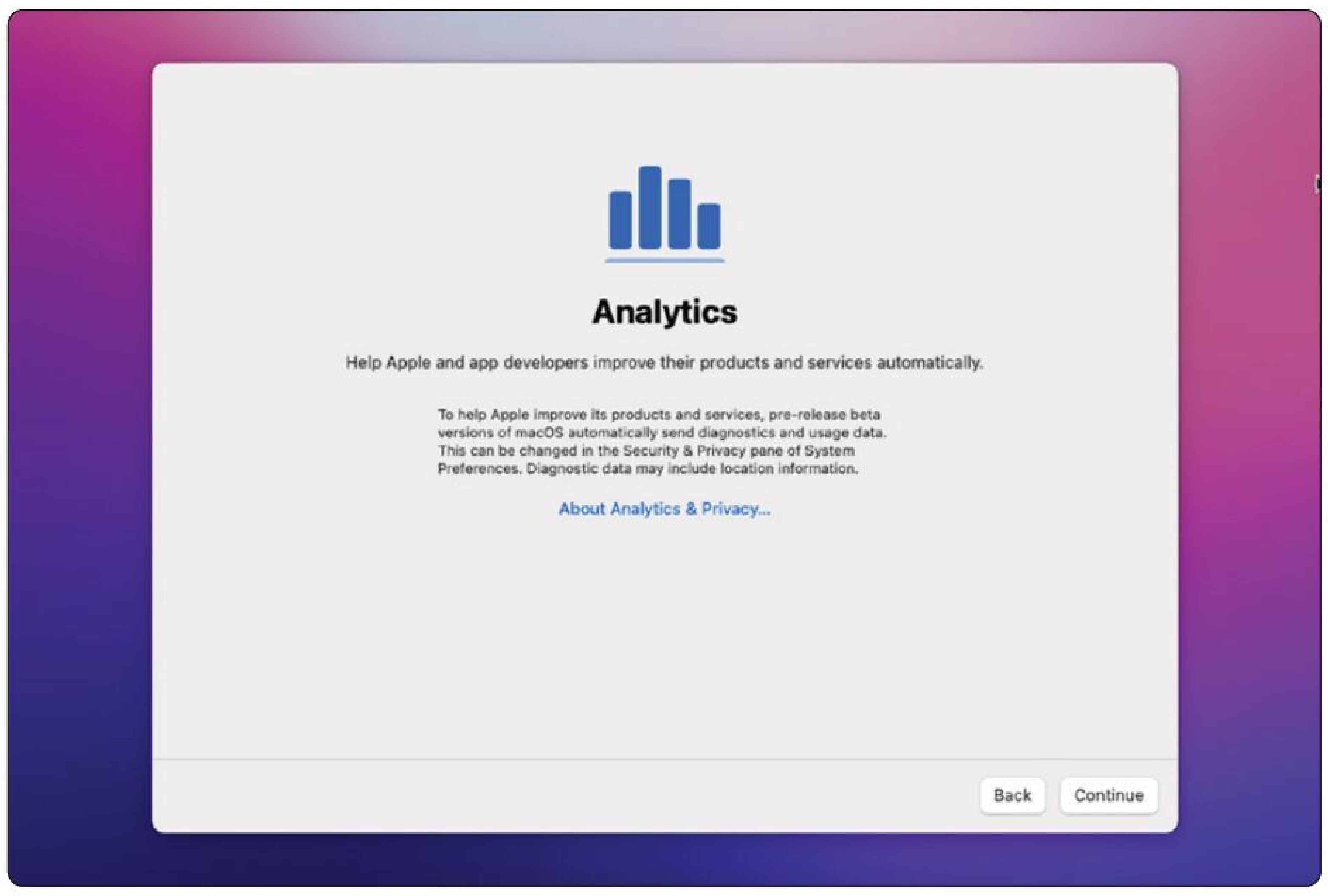
**Location Services** On
Allow Maps and other apps and services like Find My to gather and use data indicating your approximate location.

**Device Analytics** On
Help Apple improve its products and services by allowing analytics of usage and data from this Mac.

**App Analytics** On
Help app developers improve their apps by choosing to share app activity and crash data with them through Apple.

**Siri** On
Allow Siri to use your voice input, contacts and location to process your requests.

**12** On the Make This Your Mac screen, you can set up your Mac quickly, by allowing predetermined settings to take effect, for things like Siri and Maps. You can customise these settings by clicking the link; we suggest you just click Continue instead.

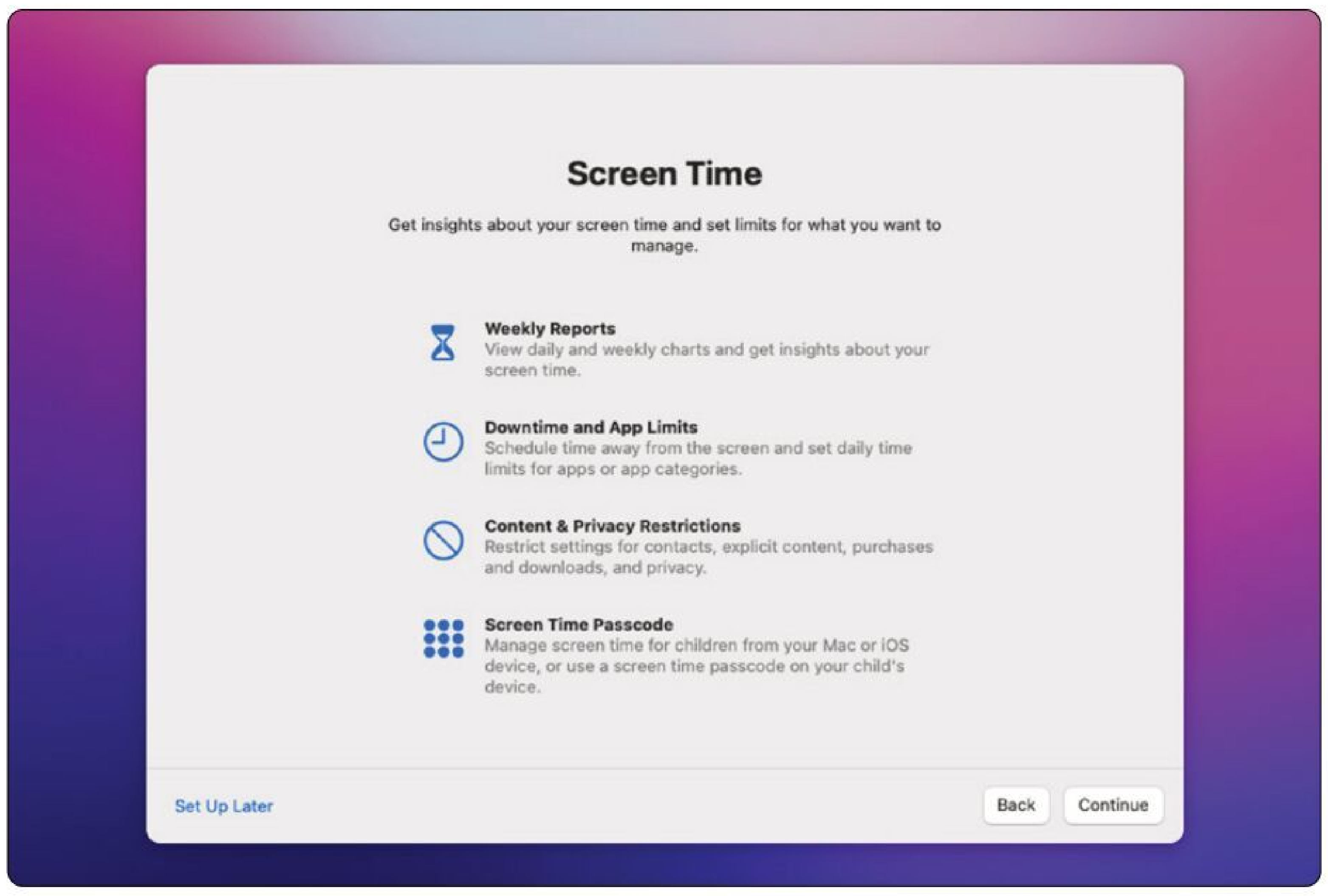


Analytics

Help Apple and app developers improve their products and services automatically.

To help Apple improve its products and services, pre-release beta versions of macOS automatically send diagnostics and usage data. This can be changed in the Security & Privacy pane of System Preferences. Diagnostic data may include location information.

**13** You can now choose whether you allow analytic information to be sent to Apple and/or third-party software developers so they can improve their products. If you're concerned about privacy, you can decline, but it's helpful if you agree to share.



Screen Time

Get insights about your screen time and set limits for what you want to manage.

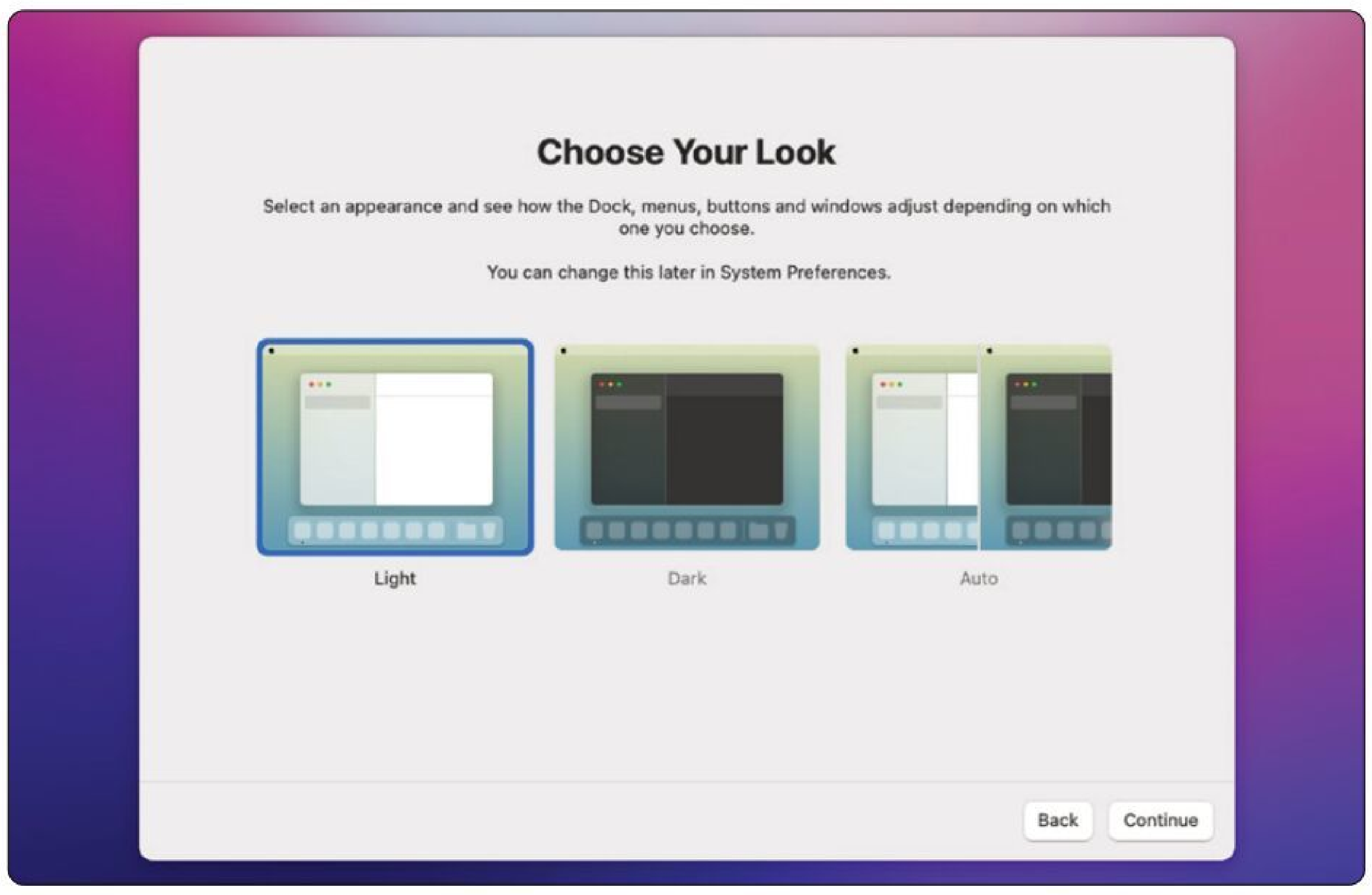
**Weekly Reports**
View daily and weekly charts and get insights about your screen time.

**Downtime and App Limits**
Schedule time away from the screen and set daily time limits for apps or app categories.

**Content & Privacy Restrictions**
Restrict settings for contacts, explicit content, purchases and downloads, and privacy.

**Screen Time Passcode**
Manage screen time for children from your Mac or iOS device, or use a screen time passcode on your child's device.

**14** You now decide whether or not you want to set up Screen Time. Click Continue to have Screen Time give you updates on how you're using your Mac, or the Set Up Later link at the top to leave it be for now. You can activate it later in System Preferences.

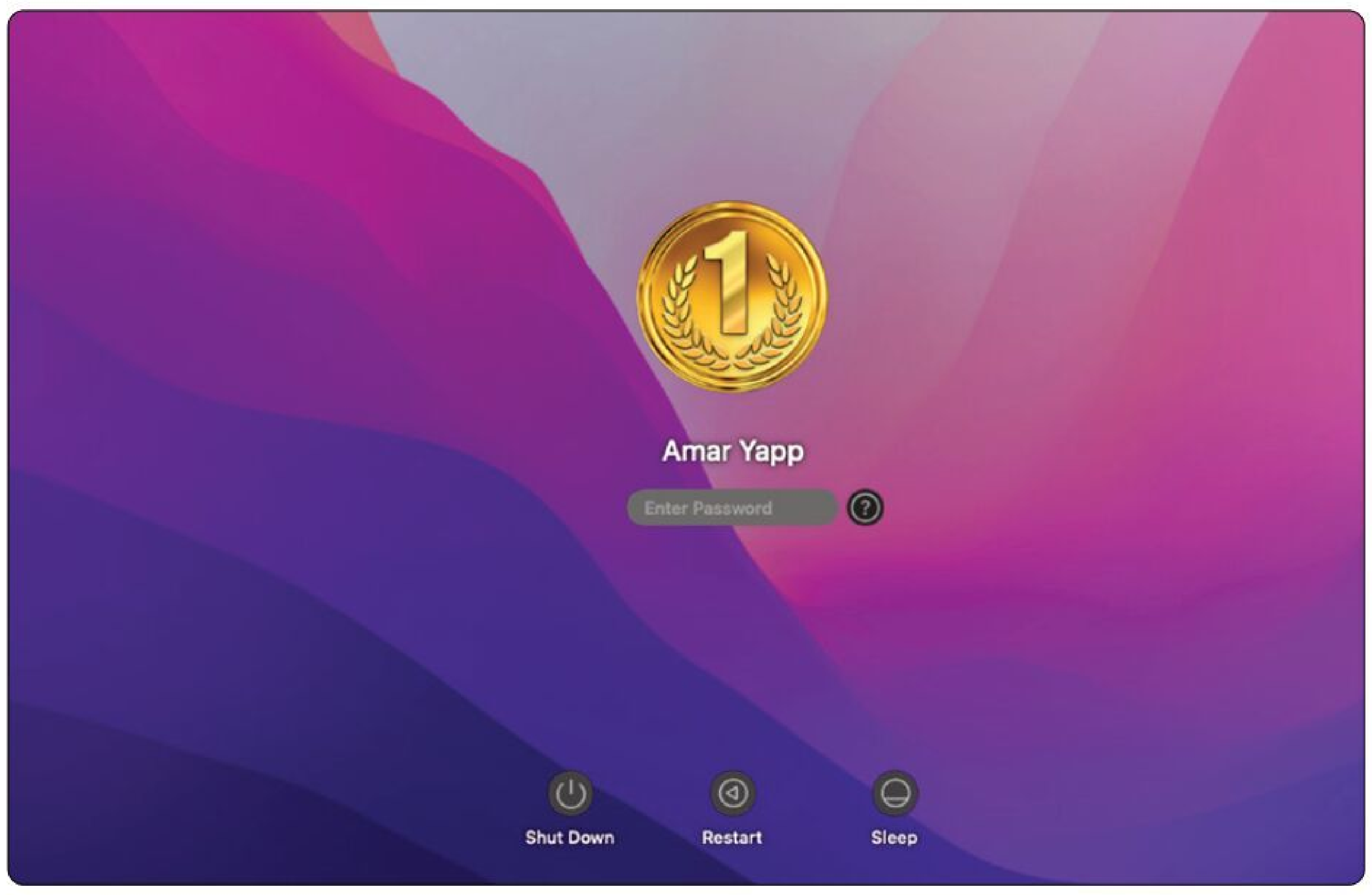


Choose Your Look

Select an appearance and see how the Dock, menus, buttons and windows adjust depending on which one you choose.

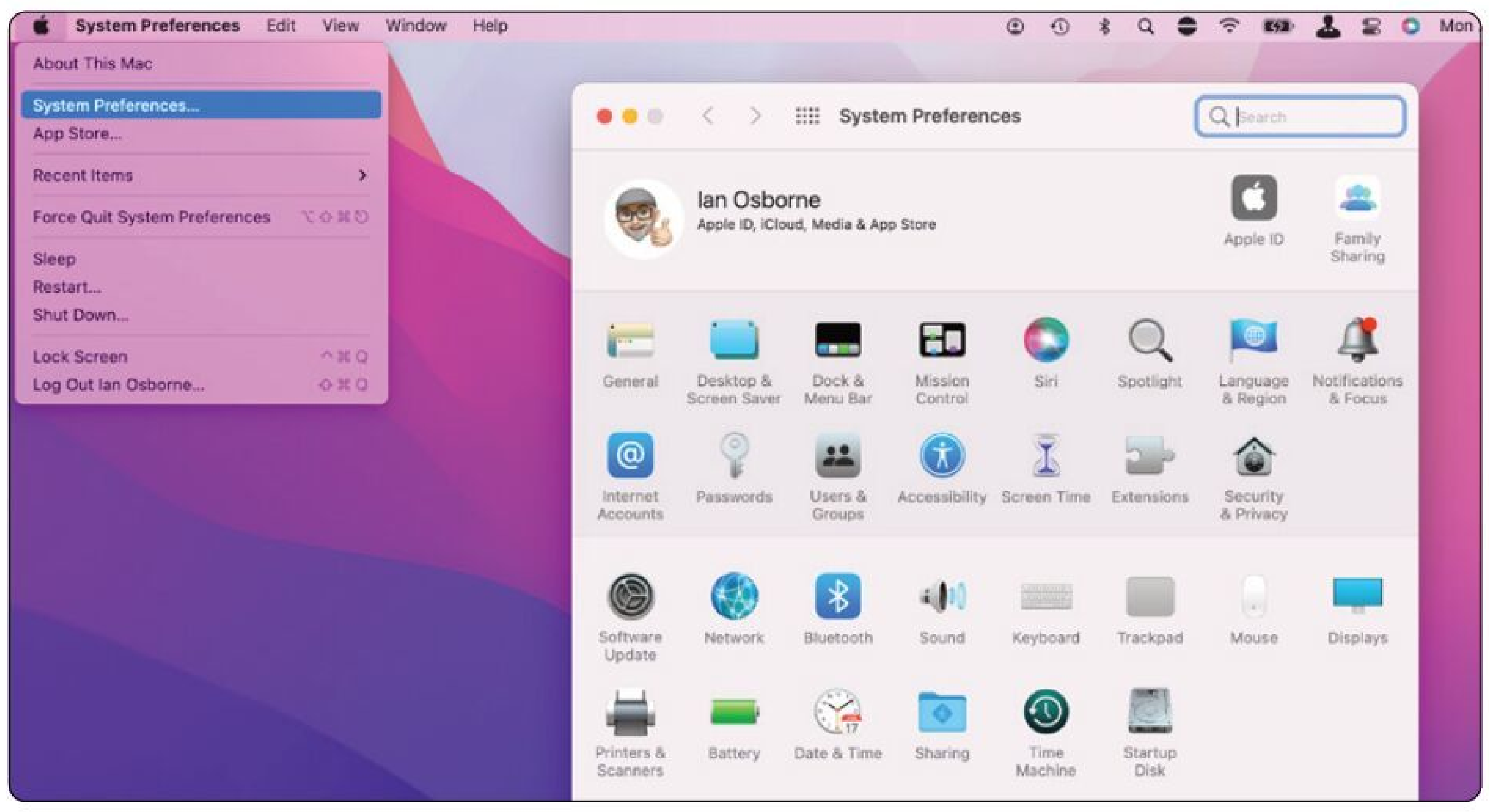
You can change this later in System Preferences.

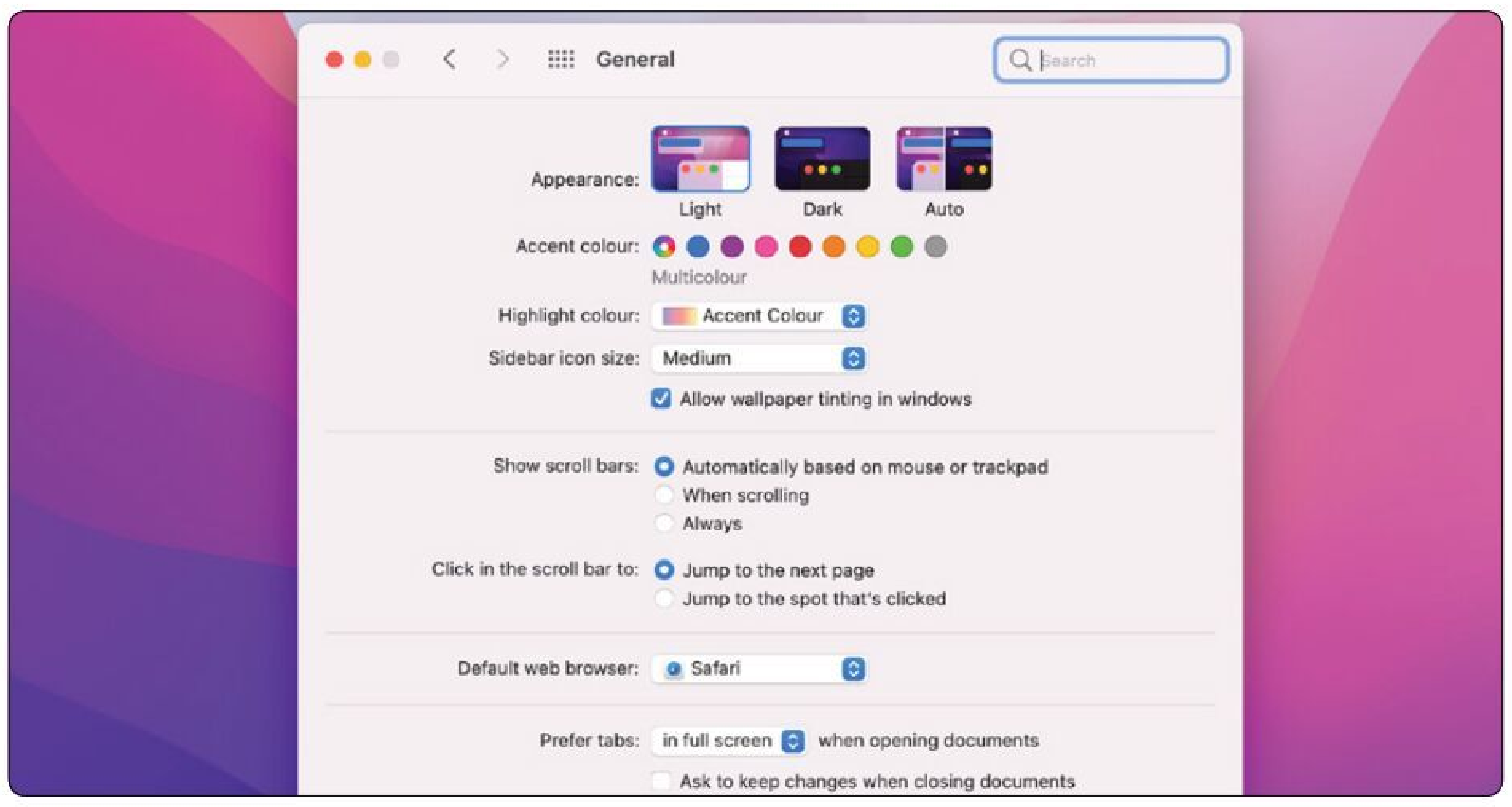
**15** Choose how your Mac will look when in use. You can go for the default light look, with white as the predominant background colour, or dark, with black backgrounds. Auto switches between light and dark depending on the ambient light.



**16** Your Mac then sets up, and launches into the lock screen. Type the password you set up earlier, and your Mac and Big Sur are ready to use. Congratulations, you've successfully set up your Mac. We hope you enjoy using it.

# Changing Options After Setup


System Preferences
Edit
View
Window
Help
About This Mac
System Preferences…
App Store…
Recent Items
Force Quit System Preferences
Sleep
Restart…
Shut Down…
Lock Screen
Log Out Ian Osborne…
System Preferences
Ian Osborne
Apple ID, iCloud, Media & App Store
Apple ID
Family Sharing
General
Desktop & Screen Saver
Dock & Menu Bar
Mission Control
Siri
Spotlight
Language & Region
Notifications & Focus
Internet Accounts
Passwords
Users & Groups
Accessibility
Screen Time
Extensions
Security & Privacy
Software Update
Network
Bluetooth
Sound
Keyboard
Trackpad
Mouse
Displays
Printers & Scanners
Battery
Date & Time
Sharing
Time Machine
Startup Disk


General
Search

Appearance: Light Dark Auto

Accent colour: Multicolour

Highlight colour: Accent Colour

Sidebar icon size: Medium

☑ Allow wallpaper tinting in windows

Show scroll bars: ● Automatically based on mouse or trackpad ○ When scrolling ○ Always

Click in the scroll bar to: ● Jump to the next page ○ Jump to the spot that's clicked

Default web browser: Safari

Prefer tabs: in full screen when opening documents

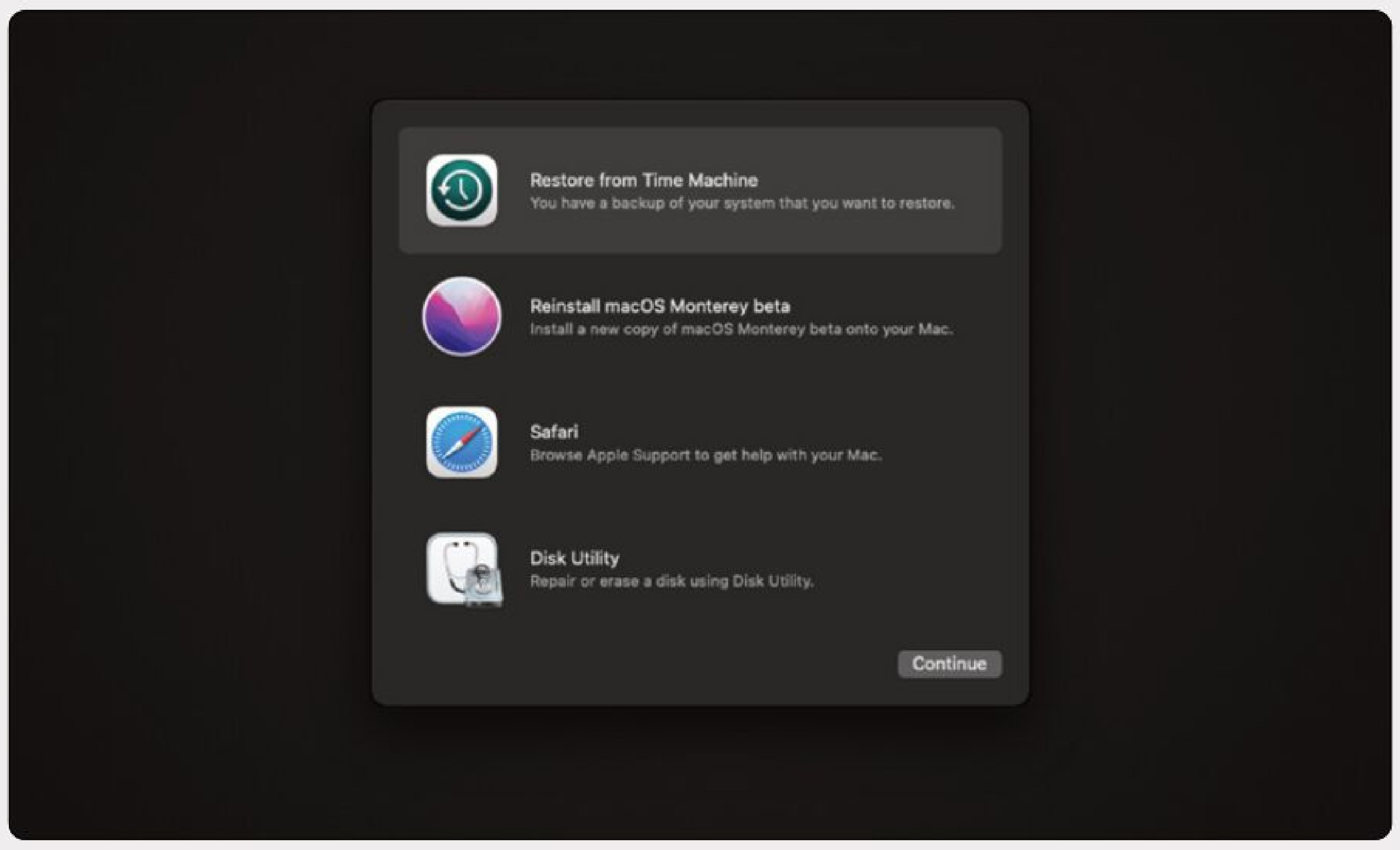
☐ Ask to keep changes when closing documents

**1** You can change some of the choices you made while setting up your Mac by going into the System Preferences; you can find this in the Apple menu, in the top-left corner of the screen. There's a number of settings you can change in this way.

**2** To change the Analytics option, use the Security & Privacy pane. Click Privacy and select Analytics & Improvements to access your options. Other preference panes that let you change options you previously set up include; Language & Region, Accessibility and the General pane.

# Reset to Factory Conditions.

If you acquired your Mac second hand, you might want to wipe it clean and start again. Just follow this guide.



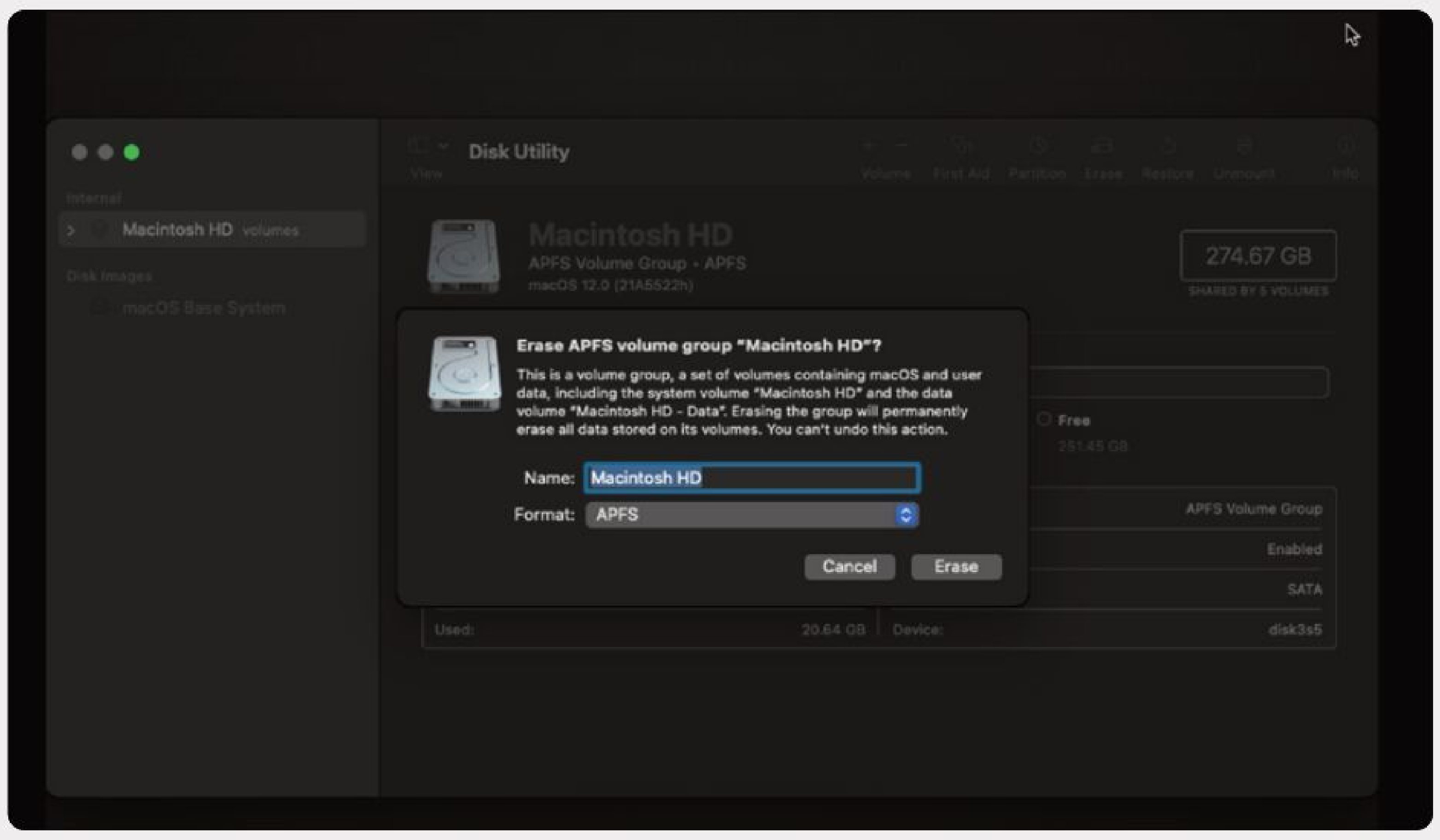
**Restore from Time Machine**
You have a backup of your system that you want to restore.

**Reinstall macOS Monterey beta**
Install a new copy of macOS Monterey beta onto your Mac.

**Safari**
Browse Apple Support to get help with your Mac.

**Disk Utility**
Repair or erase a disk using Disk Utility.

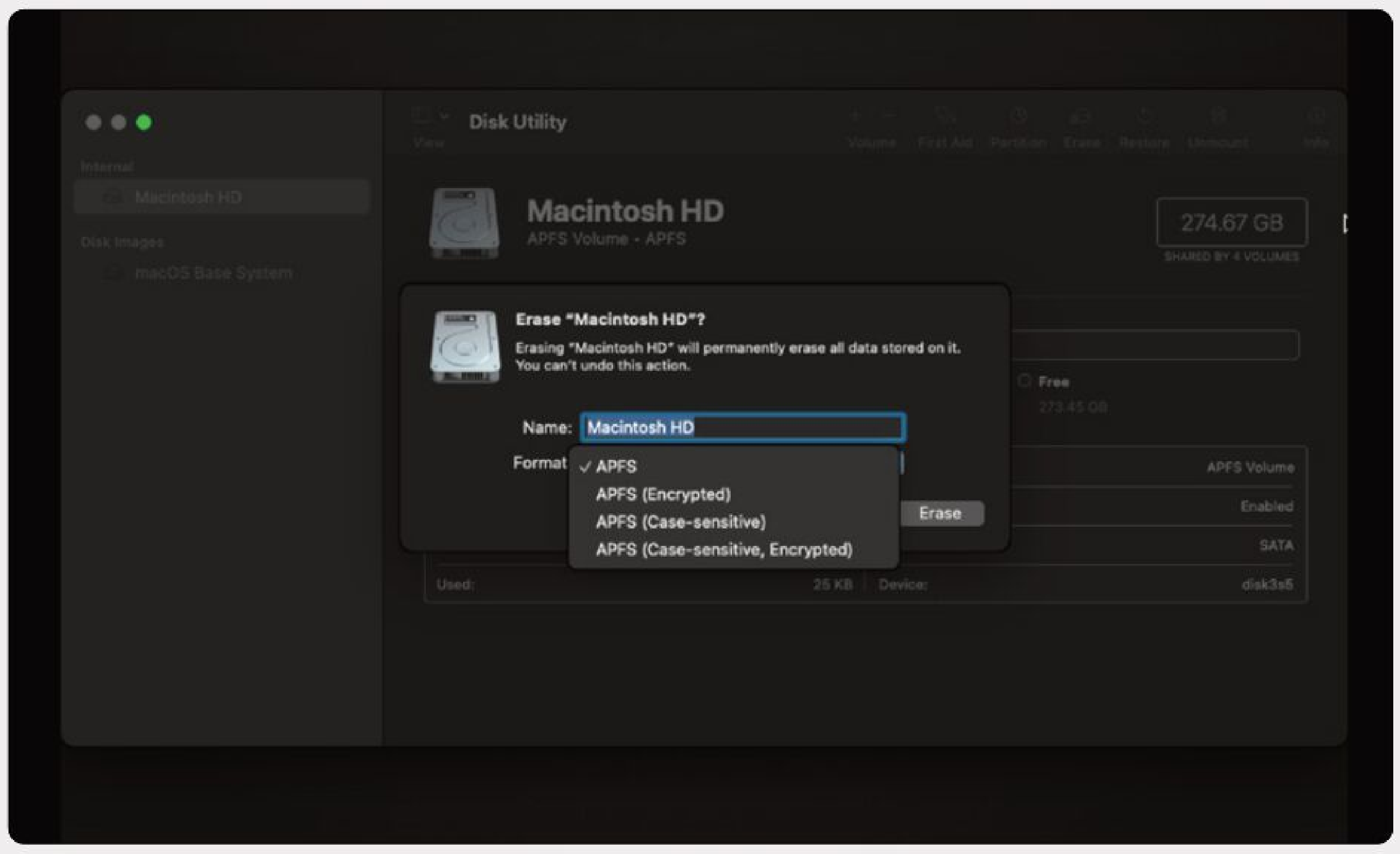
First, restart your Mac whilst holding down cmd-Shift-Alt-R; keep them held until you see the Apple logo, then let go of the keys. The Mac continues to boot, but instead of the regular desktop, a window appears showing four options as seen here.


Disk Utility
Macintosh HD
APFS Volume Group • APFS
macOS 12.0 (21A5522h)
274.67 GB
Free
Used:
20.64 GB
Device:
disk3s5
Cancel
Erase

**Erase APFS volume group "Macintosh HD"?**
This is a volume group, a set of volumes containing macOS and user data, including the system volume "Macintosh HD" and the data volume "Macintosh HD - Data". Erasing the group will permanently erase all data stored on its volumes. You can't undo this action.

Name: Macintosh HD
Format: APFS

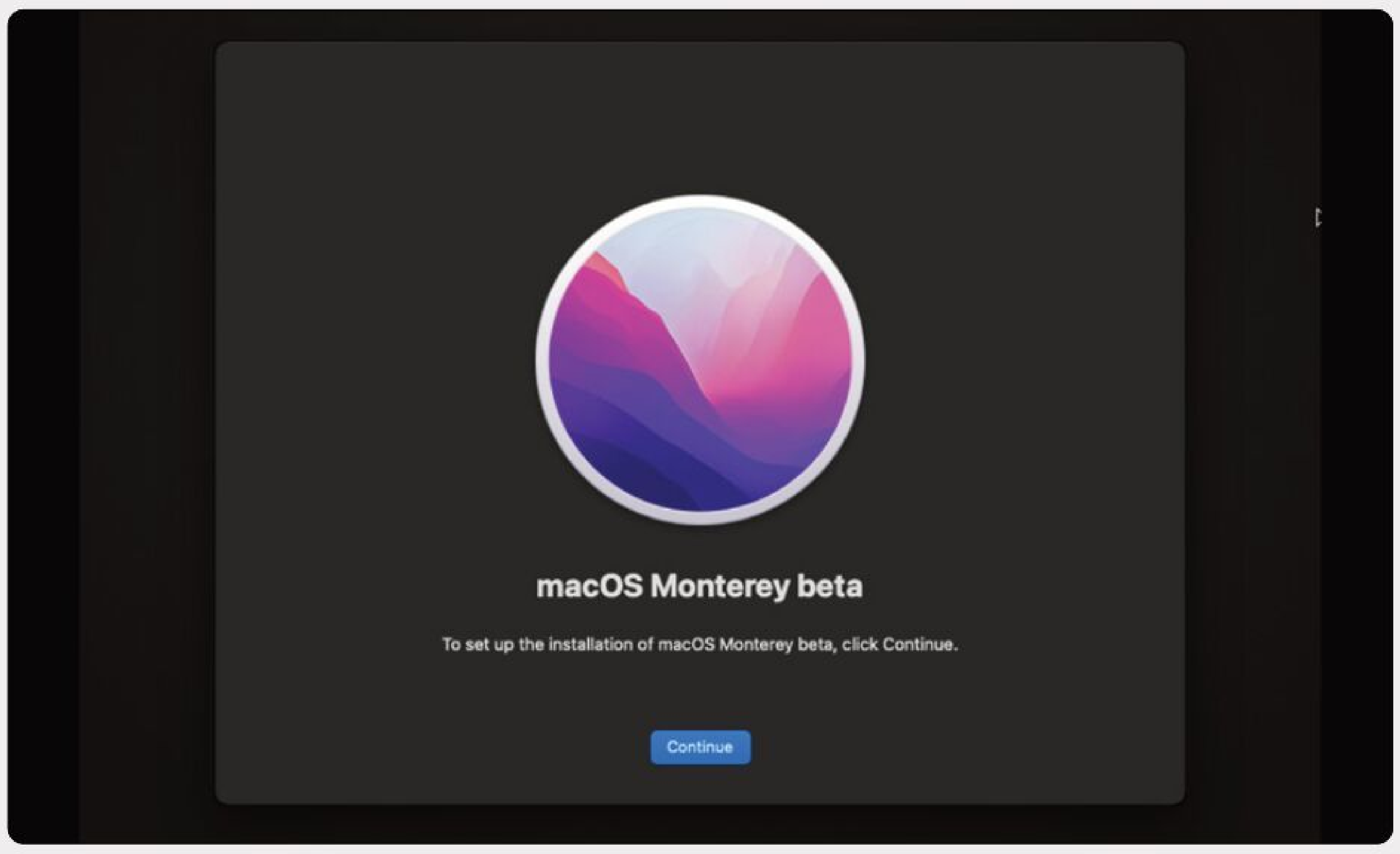
From the window, select Disk Utility (the bottom of the four options) and click Continue. Select your startup disk (called Macintosh HD by default) and in the toolbar at the top of the Disk Utilities window, click the Erase icon to wipe it clean.


Disk Utility
Macintosh HD
APFS Volume • APFS
274.67 GB
Free
Used:
25 KB
Device:
disk3s5
✓ APFS
APFS (Encrypted)
APFS (Case-sensitive)
APFS (Case-sensitive, Encrypted)
Erase

**Erase "Macintosh HD"?**
Erasing "Macintosh HD" will permanently erase all data stored on it. You can't undo this action.

Name: Macintosh HD
Format: APFS

On the next screen, the Format pull-down menu should read APFS if it's available or Mac OS Extended (Journaled) if it isn't. Select the appropriate option and click Erase to wipe your boot drive. When it's finished, click Done, then quit Disk Utility (cmd-Q).



**macOS Monterey beta**

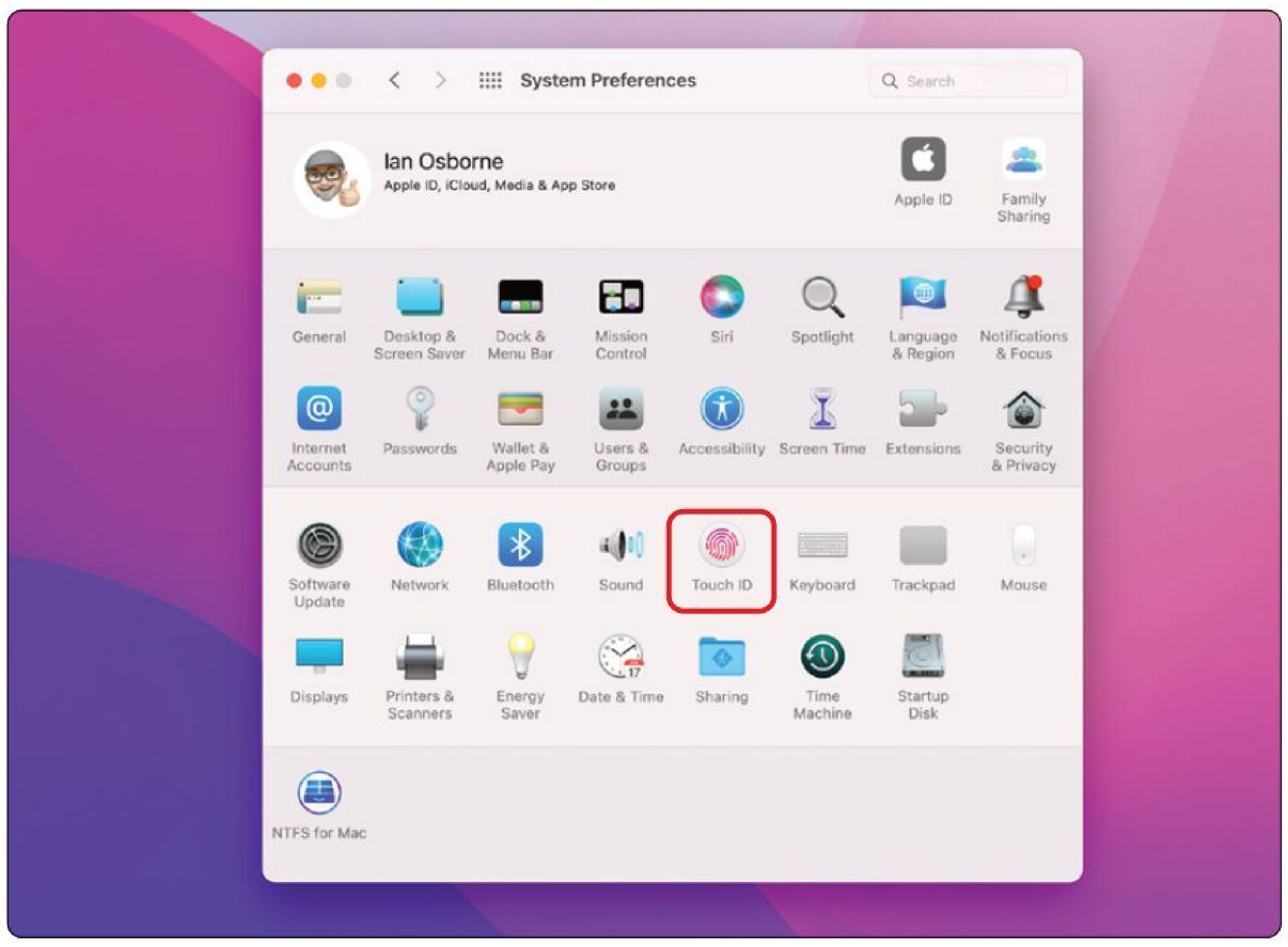
To set up the installation of macOS Monterey beta, click Continue.

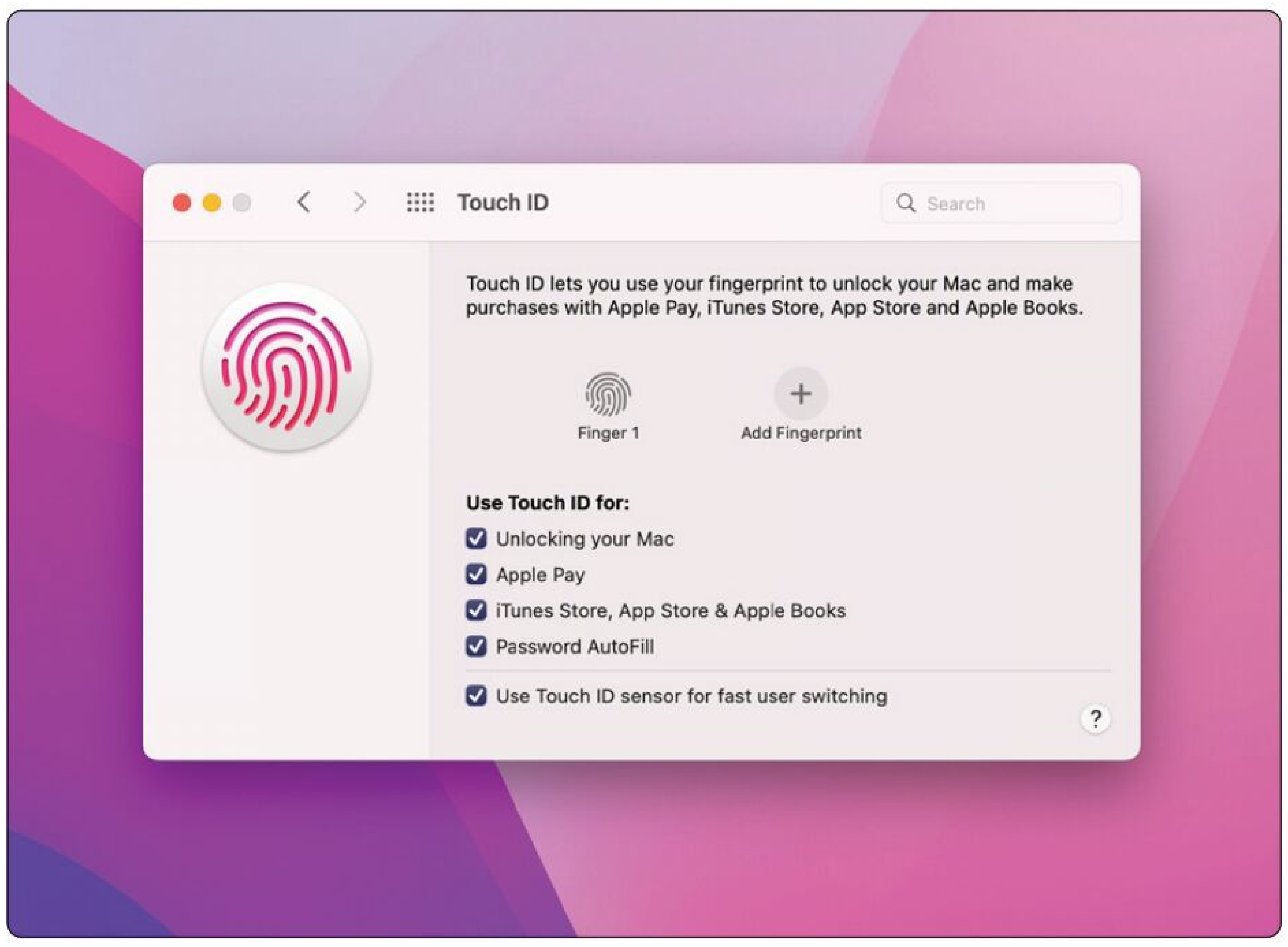
Now choose to install macOS and continue. When invited to install the operating system, do so; you might have to click on the Wi-Fi icon in the menu bar and rejoin your wireless network. Agree to T&Cs, select your main drive and click Install to start afresh.

# Using Touch ID On the Latest Macs

Touch ID has long been a stalwart on the iPhone and iPad, but it recently came to the Mac, with the latest notebook and iMac releases; look for a Touch ID sensor on the keyboard. You can use Touch ID to unlock your Mac, input passwords and make purchases, all by using your fingerprint.

## Setting Up Touch ID


System Preferences
Search
Ian Osborne
Apple ID, iCloud, Media & App Store
Apple ID
Family Sharing
General
Desktop & Screen Saver
Dock & Menu Bar
Mission Control
Siri
Spotlight
Language & Region
Notifications & Focus
Internet Accounts
Passwords
Wallet & Apple Pay
Users & Groups
Accessibility
Screen Time
Extensions
Security & Privacy
Software Update
Network
Bluetooth
Sound
Touch ID
Keyboard
Trackpad
Mouse
Displays
Printers & Scanners
Energy Saver
Date & Time
Sharing
Time Machine
Startup Disk
NTFS for Mac


Touch ID
Search
Finger 1
Add Fingerprint
?

Touch ID lets you use your fingerprint to unlock your Mac and make purchases with Apple Pay, iTunes Store, App Store and Apple Books.

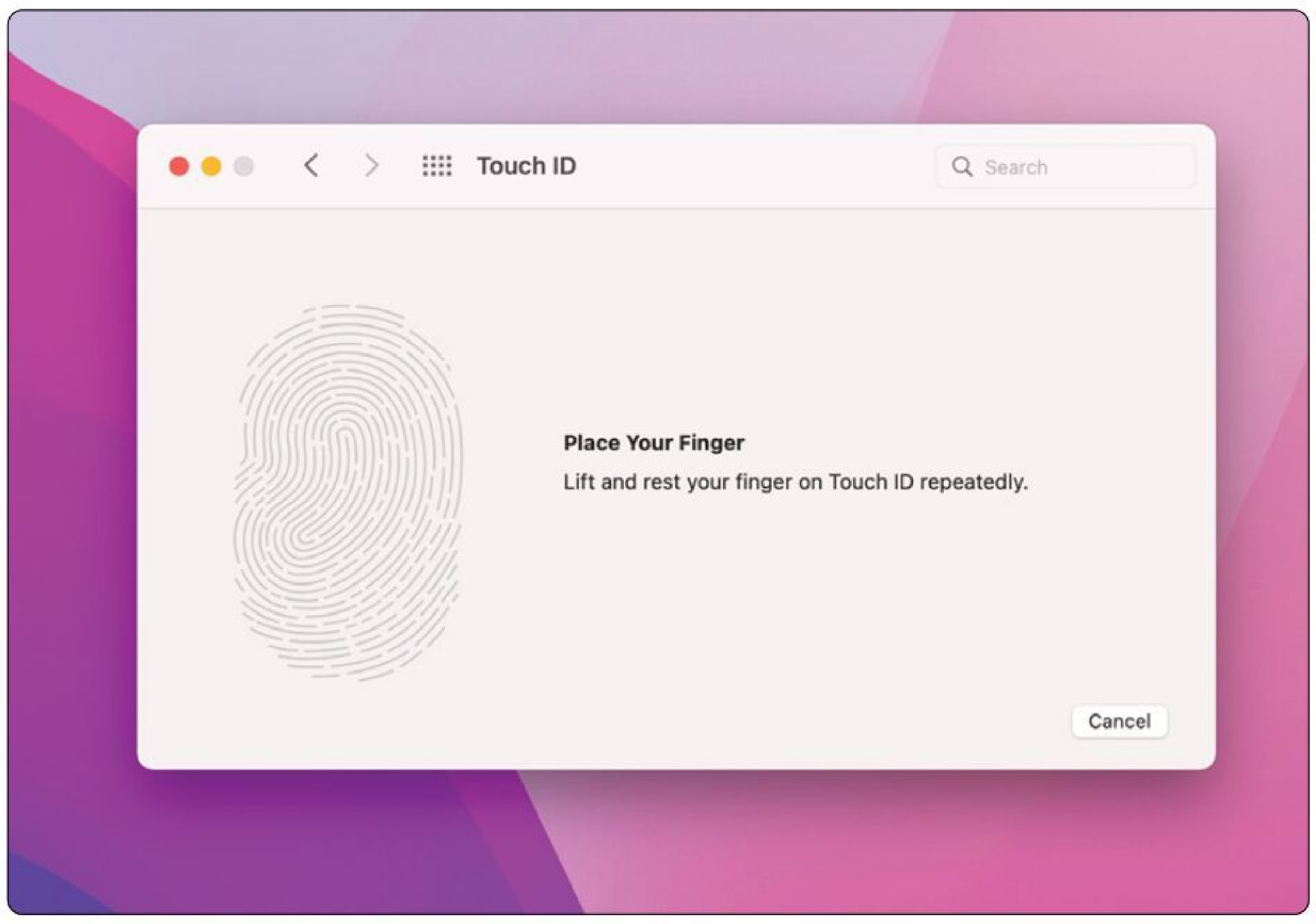
**Use Touch ID for:**

☑ Unlocking your Mac
☑ Apple Pay
☑ iTunes Store, App Store & Apple Books
☑ Password AutoFill

☑ Use Touch ID sensor for fast user switching

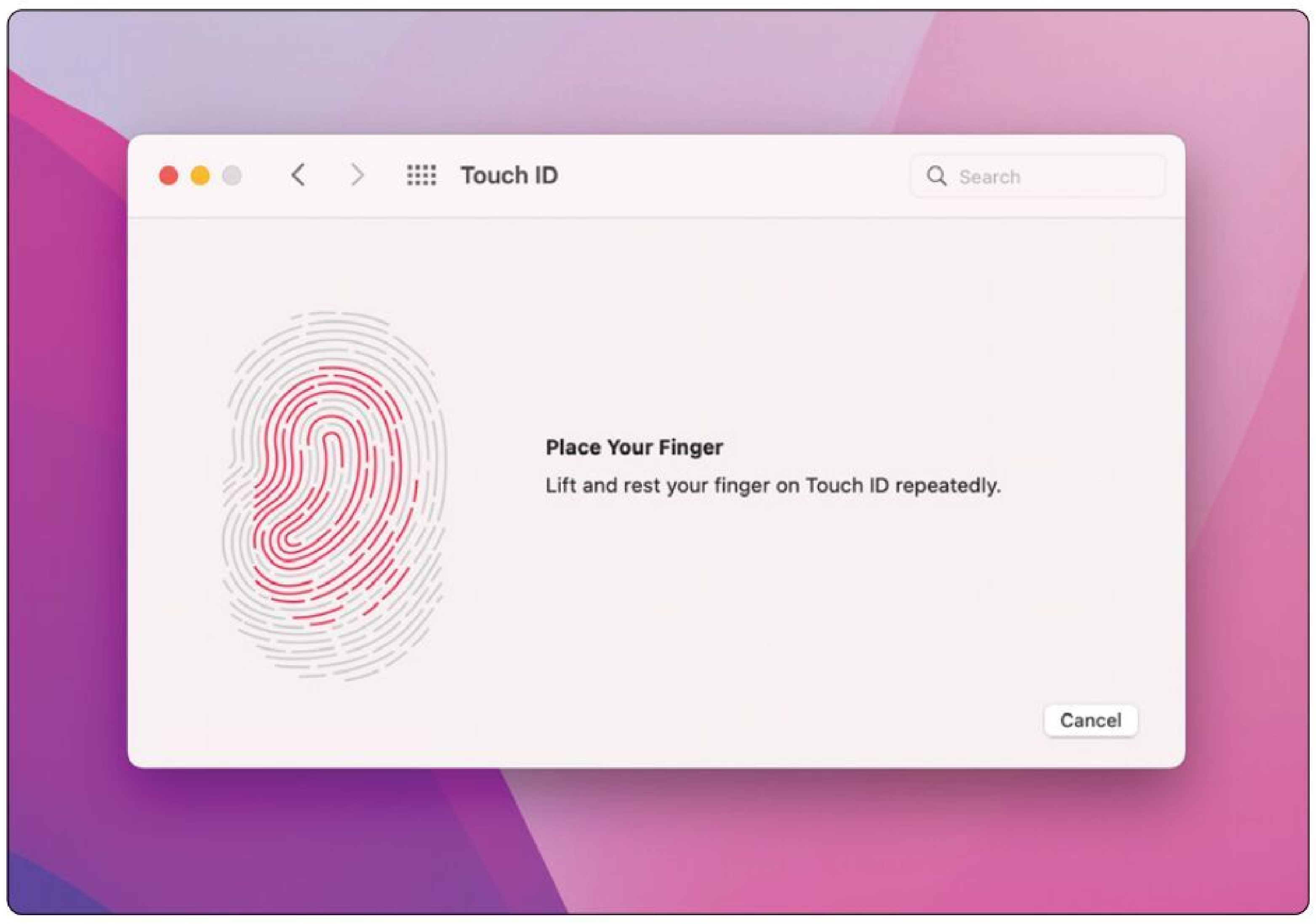
**1** First of all, open the System Preferences window. Click on Touch ID. If this option isn't there, your Mac doesn't have Touch ID as it's a feature on newer Macs.

**2** If your Mac does have Touch ID, to get started, click on the + icon captioned 'Add Fingerprint'. You can add more than one print; here, this is our second.


Touch ID
Search
Cancel

**Place Your Finger**

Lift and rest your finger on Touch ID repeatedly.

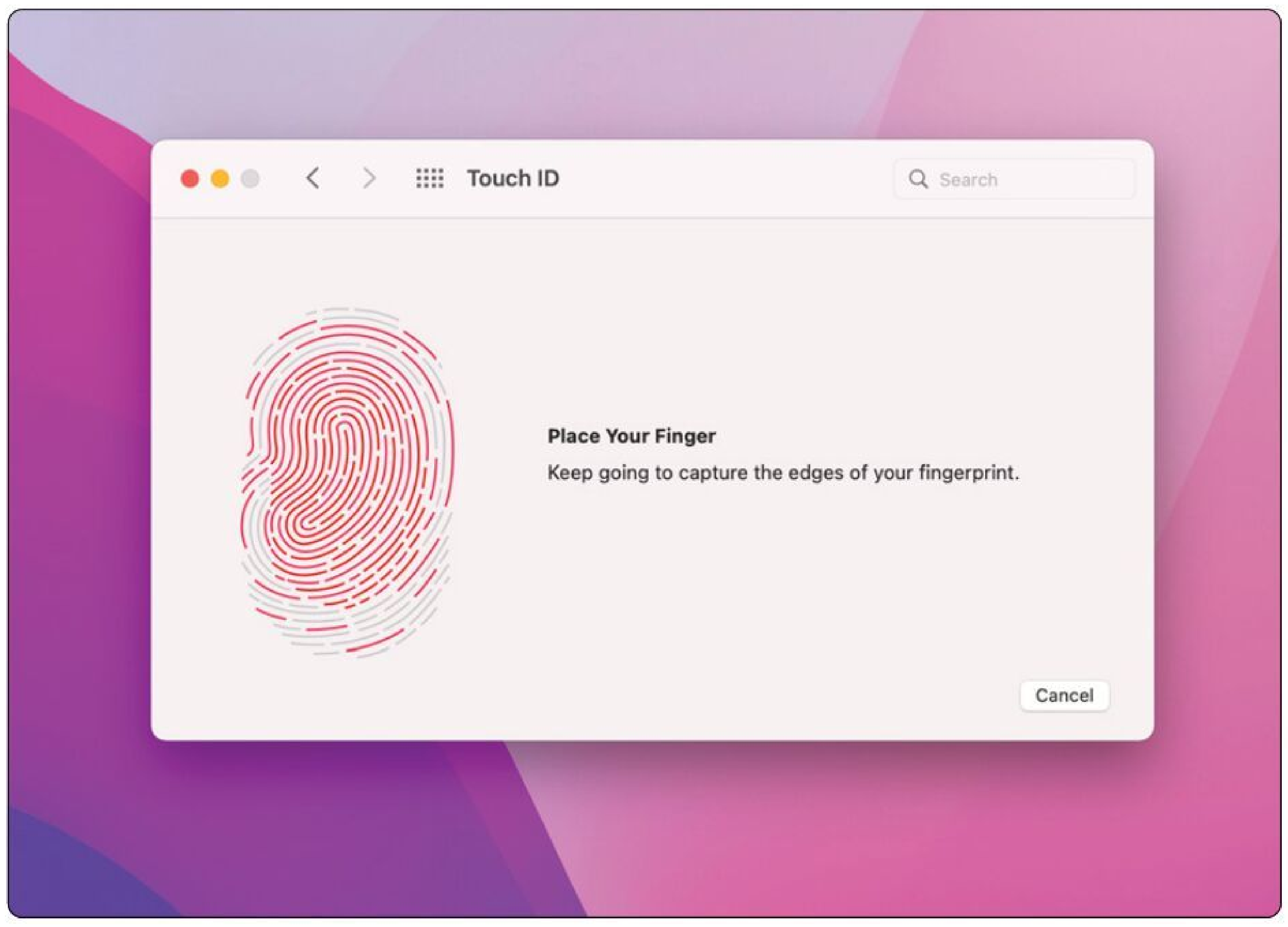

Touch ID
Search
Cancel

**Place Your Finger**

Lift and rest your finger on Touch ID repeatedly.

**3** Type your admin password when asked, the one you use to unlock your Mac. As instructed, you must now place the finger you intend to register on the Touch ID sensor, on the top-right of the keyboard.

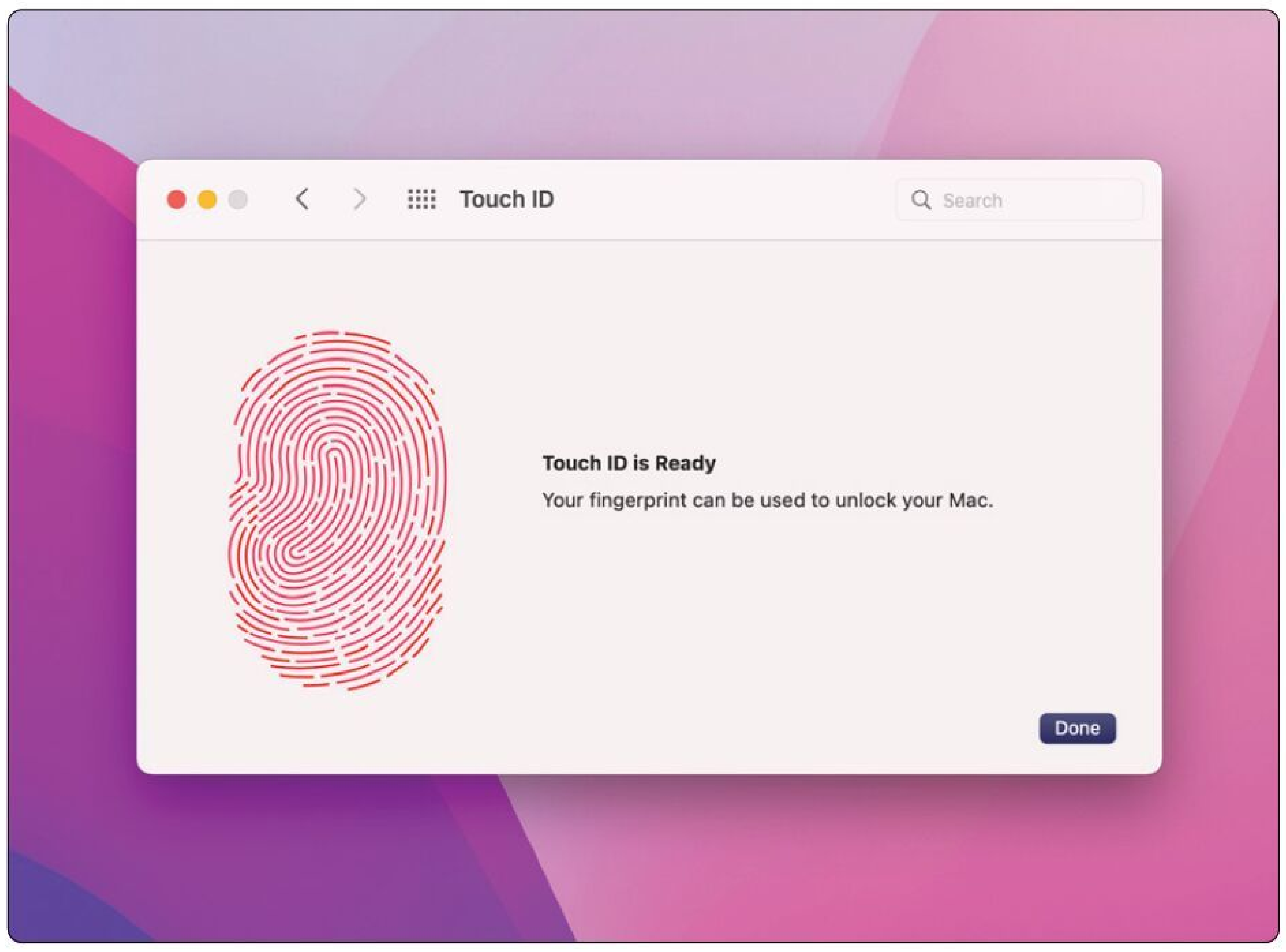
**4** Keep raising and lifting your finger. As you can see, the grey fingerprint in the window gradually turns red, as Touch ID reads, analyses and records your fingerprint. Keep doing this until the centre section is full.


Touch ID
Search
Cancel

**Place Your Finger**

Keep going to capture the edges of your fingerprint.

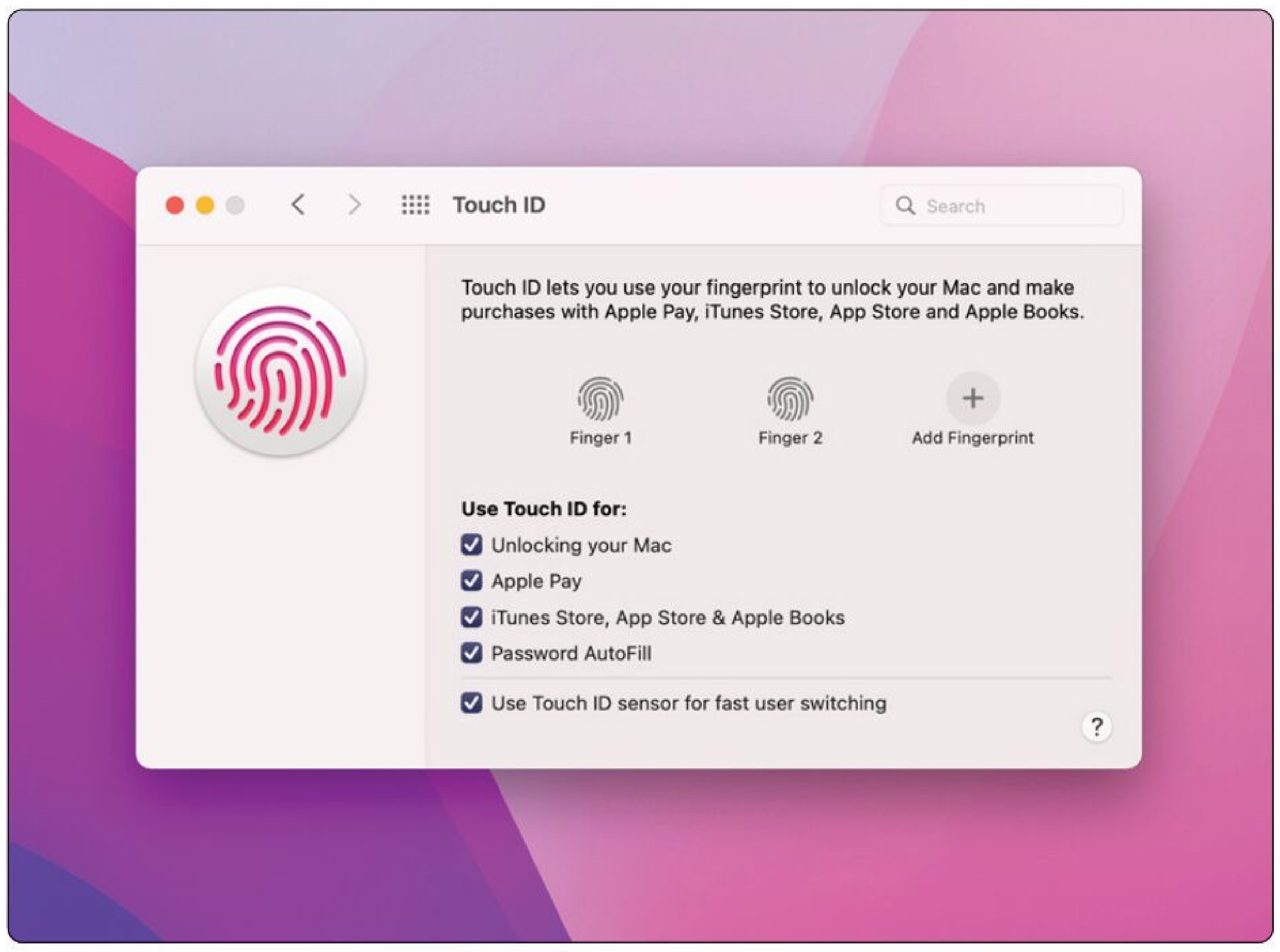
**5** Touch ID now needs to cover the edges of your finger. Continue lifting and placing your finger, but concentrate on having the edges of that fingerprint on the Touch ID sensor.


Touch ID
Search
Done

**Touch ID is Ready**

Your fingerprint can be used to unlock your Mac.

**6** The edges gradually build up and go red. Eventually, all the fingerprint area in the window is red, and you're told that the registration is complete. Click the Done button in the bottom-right corner to finish.


Touch ID
Search
Finger 1
Finger 2
Add Fingerprint
?

Touch ID lets you use your fingerprint to unlock your Mac and make purchases with Apple Pay, iTunes Store, App Store and Apple Books.

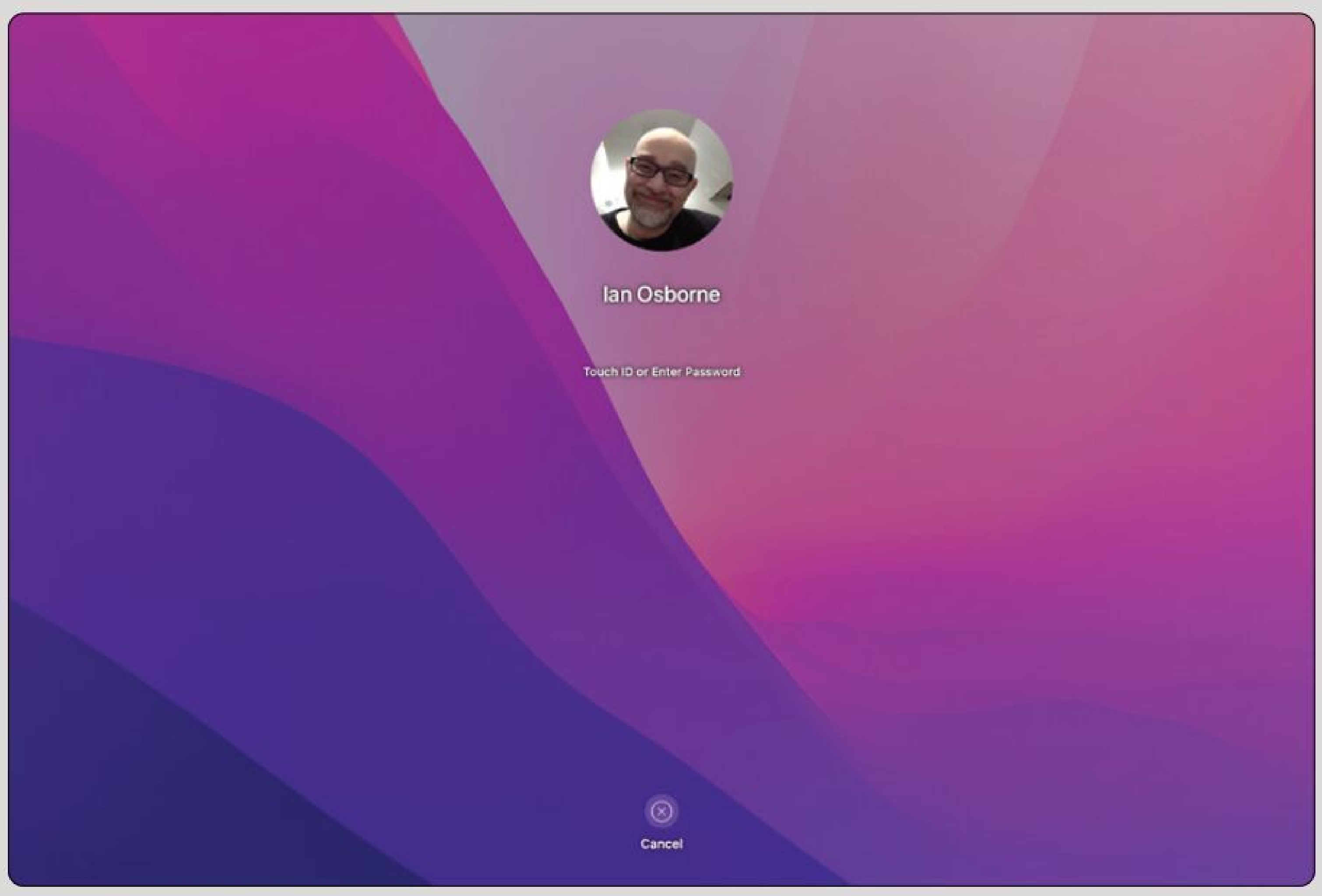
**Use Touch ID for:**

☑ Unlocking your Mac
☑ Apple Pay
☑ iTunes Store, App Store & Apple Books
☑ Password AutoFill

☑ Use Touch ID sensor for fast user switching

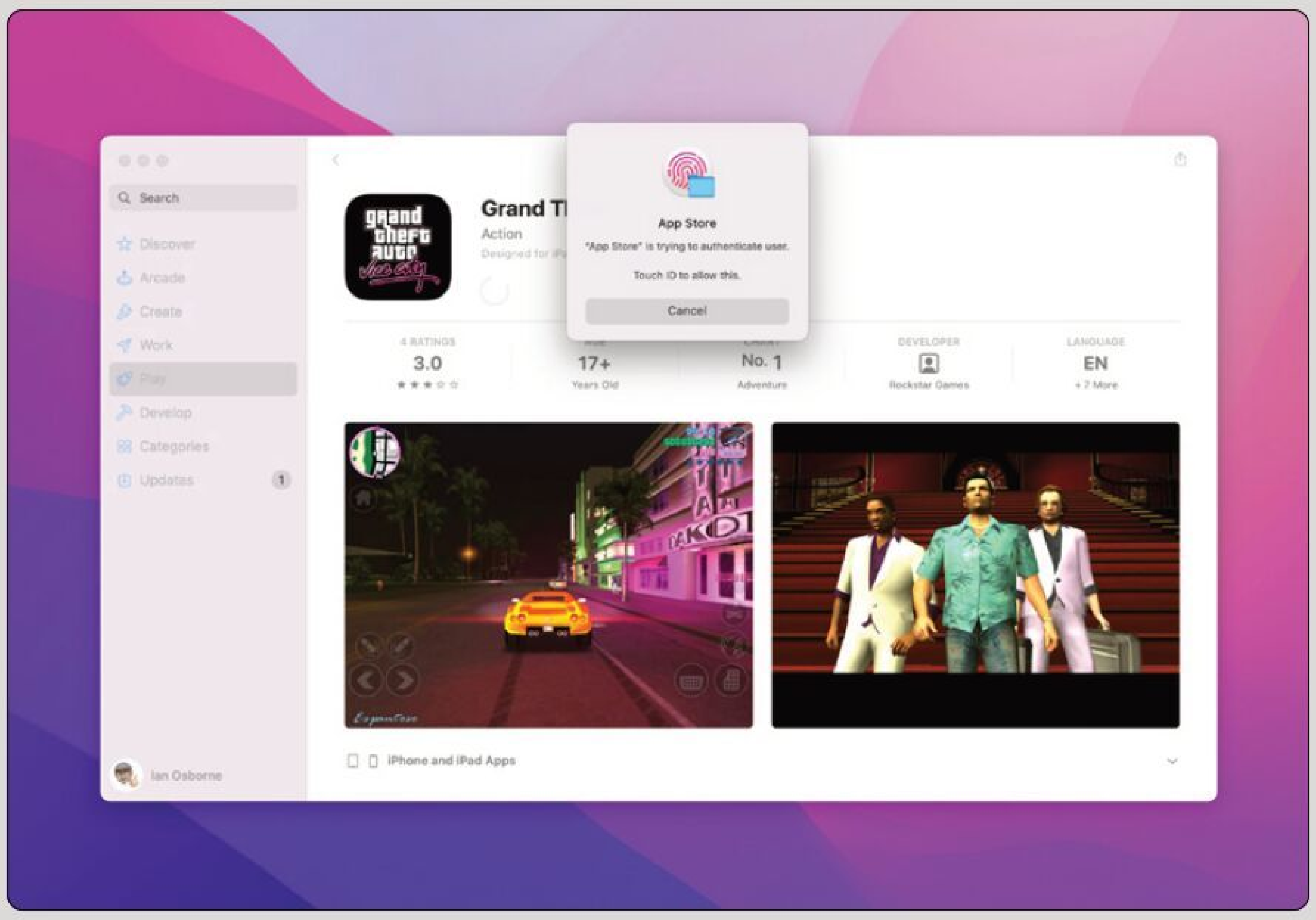
**7** There's a list of things you can do with your Touch ID instead of typing your admin password. Take a look and uncheck any that you don't wish to use.

# Using Touch ID.


Ian Osborne
Touch ID or Enter Password
Cancel

## Unlocking Your Mac

With Touch ID, you can place your finger on the sensor to unlock your Mac, without your admin password. You still need the password after it restarts.

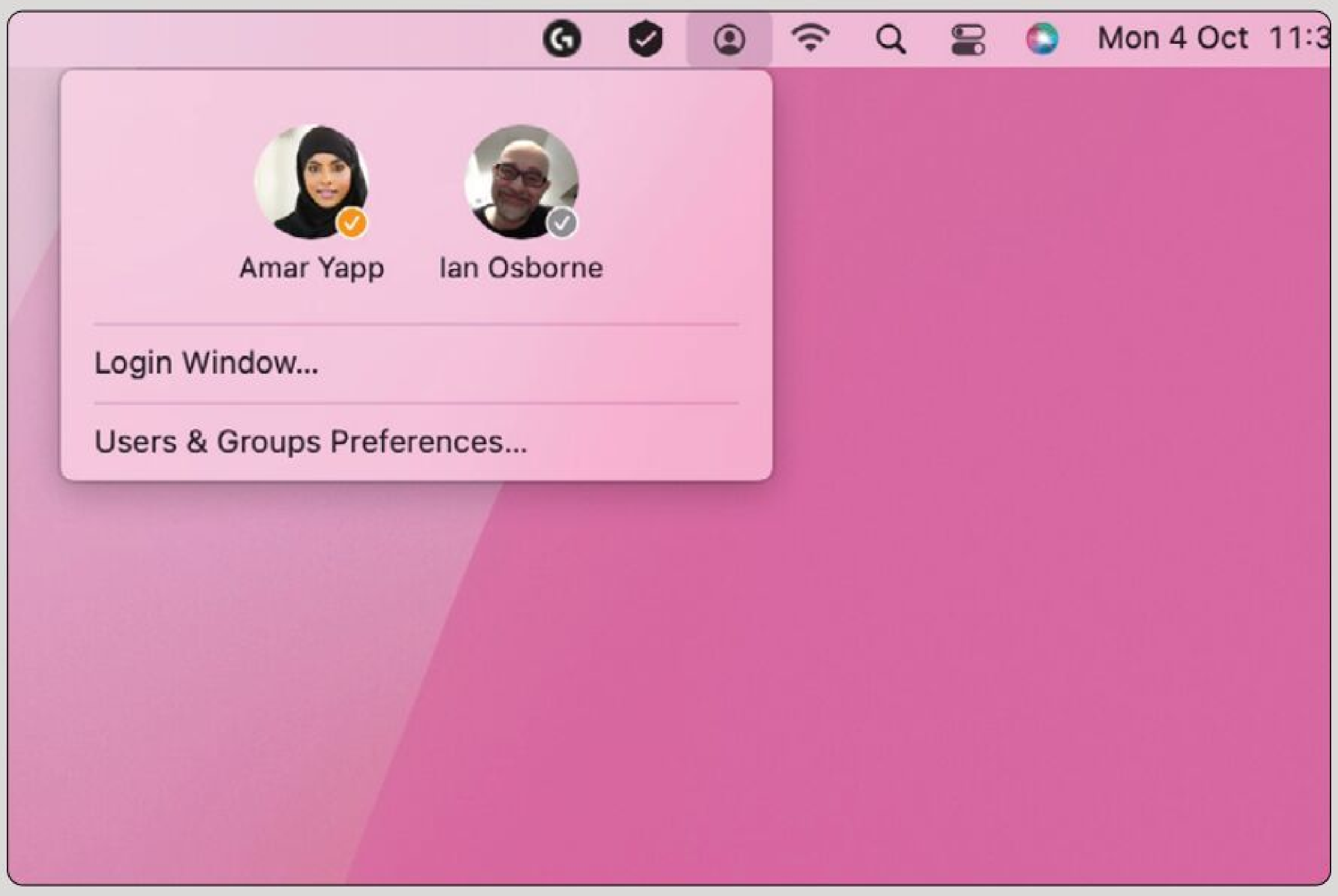

Search
Discover
Arcade
Create
Work
Play
Develop
Categories
Updates
1
Grand T
Action
App Store
Cancel
4 RATINGS
3.0
17+
Years Old
No. 1
Adventure
DEVELOPER
Rockstar Games
LANGUAGE
EN
+ 7 More
iPhone and iPad Apps
Ian Osborne

"App Store" is trying to authenticate user.

Touch ID to allow this.

## Making Purchases

You can use your Touch ID to make App Store purchases. Buy an app in the usual way, and instead of typing a password to complete the purchase, use Touch ID.


Mon 4 Oct 11:3
Amar Yapp
Ian Osborne
Login Window...
Users & Groups Preferences...

## Fast User Switching

If two people have accounts on your Mac, and you've enabled Fast User Switching from the menu bar, you can use your Touch ID to switch between users too.

# **Welcome to the** Monterey Desktop

The desktop is at the heart of your Mac. Everything you do takes place on the desktop, including opening apps, interacting with files and folders and using the Dock. Here we show you how to use your desktop, app and folder windows, the top bar menu and other key features.

**1** From the Apple menu you can log out, shut down, restart or put the computer into sleep mode, get comprehensive information on the computer's hardware and software, access the System Preferences and open items you've recently closed.

**2** The menu bar running along the top of the desktop gives access to functions and controls for the app you currently have open at the time. The app currently in use is shown to the right of the Apple icon. In this case it's Finder. Open or click on an app and its name is shown here instead; and its menus are listed in the menu bar.

**3** The Command Centre is where you can access Bluetooth, Wi-Fi settings, display brightness, volume, keyboard brightness, Screen Mirroring and much more.

**4** Application windows come in all shapes, sizes and designs. Your Mac's applications can be launched from the Launchpad, the Dock, from Spotlight or using Applications window in Finder.

**5** This is a Finder Window. The Finder utility is the central point for navigation and file manipulation. You can browse and navigate applications, documents, external drives and even access other computers; as long as they're connected to the same network (cabled or wireless).

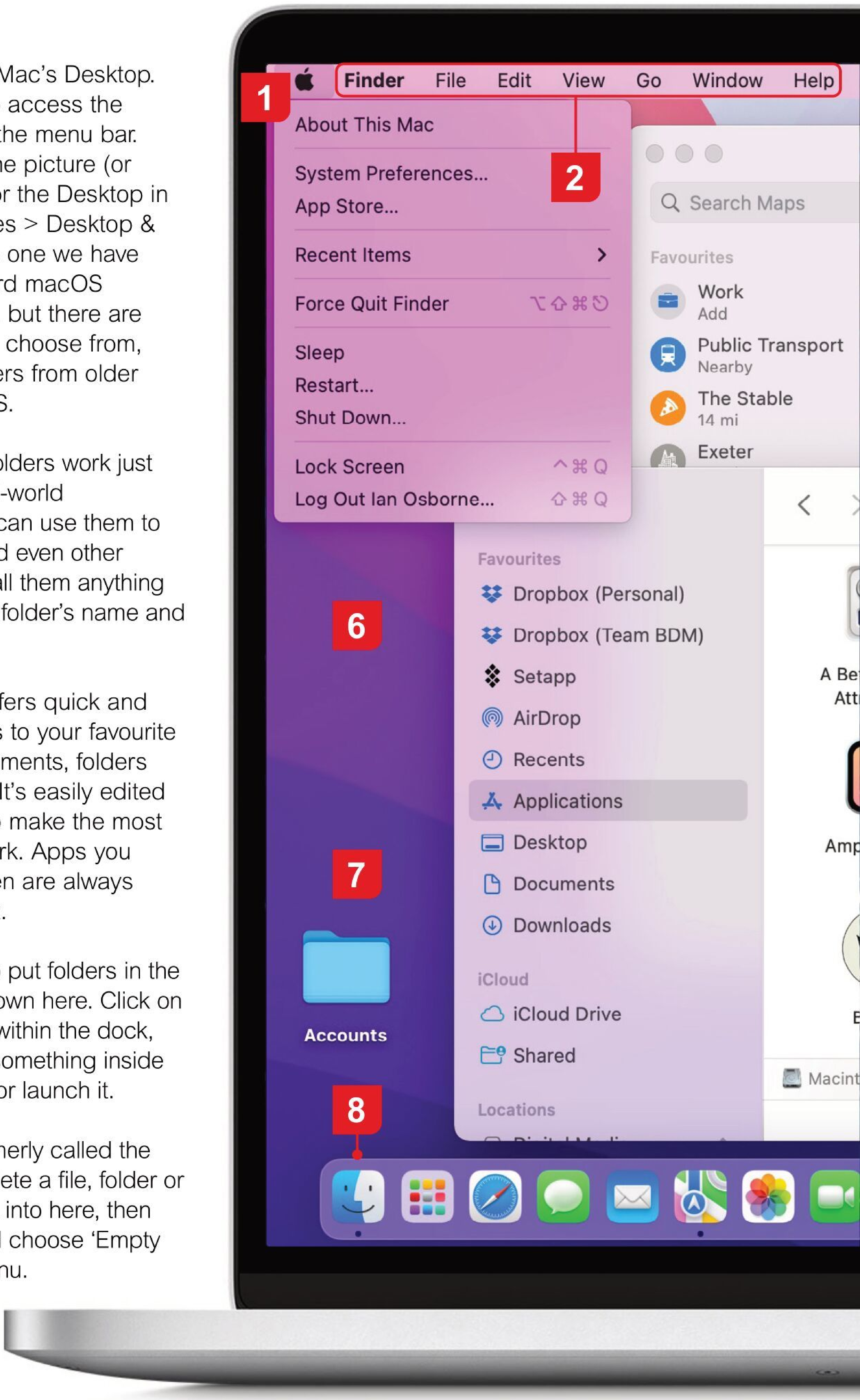
**6** This is your Mac's Desktop. Click on it to access the Finder controls in the menu bar. You can change the picture (or wallpaper) used for the Desktop in System Preferences > Desktop & Screen Saver. 'The one we have here is the standard macOS Monterey desktop, but there are plenty of others to choose from, including wallpapers from older versions of macOS.

**7** In macOS, folders work just like their real-world counterparts. You can use them to store files, data and even other folders. You can call them anything you like; click on a folder's name and type in a new one.

**8** The Dock offers quick and easy access to your favourite applications, documents, folders and even the Bin. It's easily edited and customised to make the most of the way you work. Apps you currently have open are always shown in the Dock.

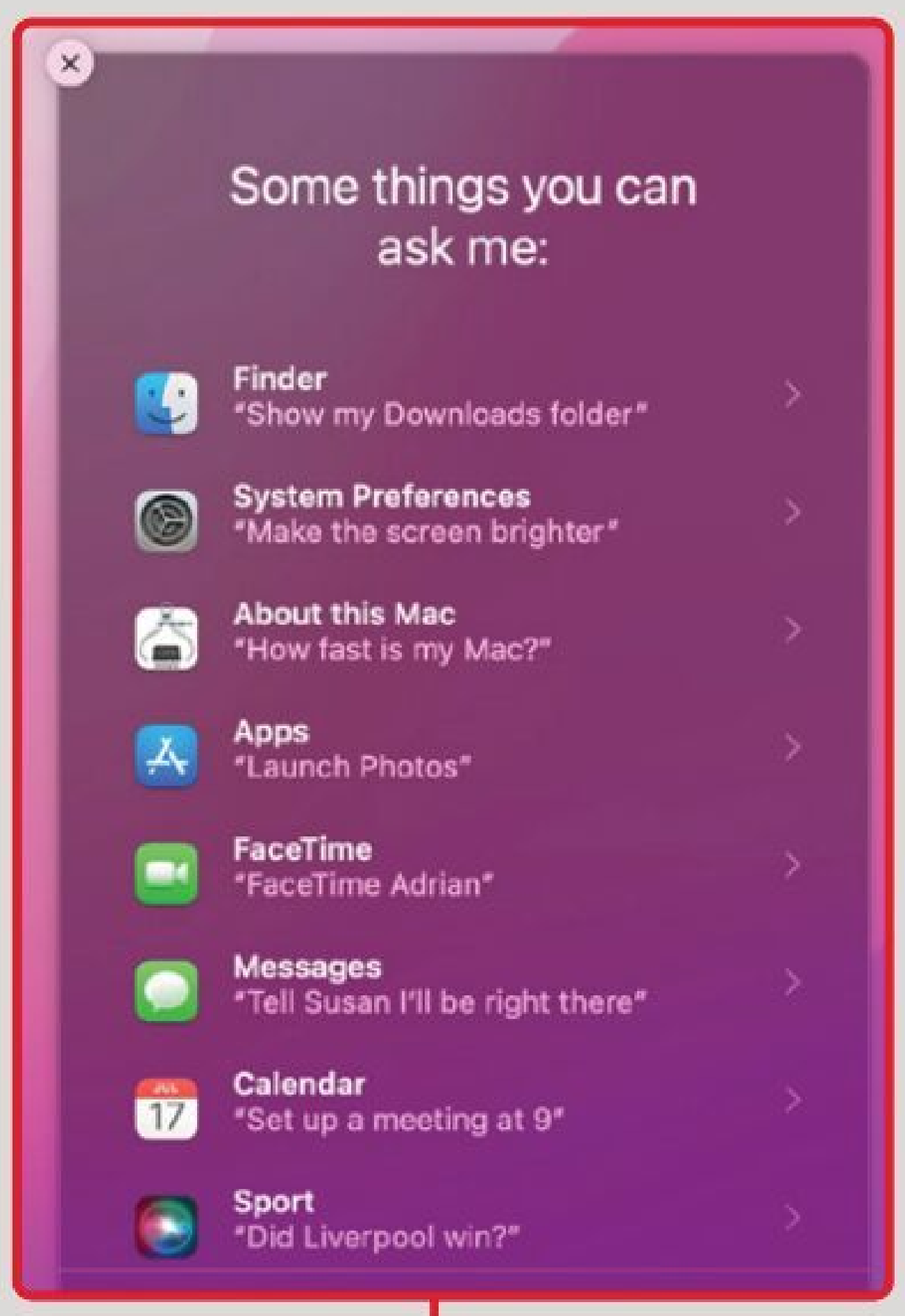
**9** You can also put folders in the Dock, as shown here. Click on a folder to open it within the dock, and then click on something inside the folder to open or launch it.

**10** The Bin, formerly called the Trash. To delete a file, folder or application, drag it into here, then right-click on it and choose 'Empty Trash' from the menu.


1
Finder
File
Edit
View
Go
Window
Help
About This Mac
2
System Preferences...
App Store...
Recent Items
Force Quit Finder ⌥⇧⌘⎋
Sleep
Restart...
Shut Down...
Lock Screen ^⌘Q
Log Out Ian Osborne... ⇧⌘Q
Search Maps
Favourites
Work
Add
Public Transport
Nearby
The Stable
14 mi
Exeter
6
Favourites
Dropbox (Personal)
Dropbox (Team BDM)
Setapp
AirDrop
Recents
Applications
Desktop
Documents
Downloads
7
Accounts
iCloud
iCloud Drive
Shared
Locations
8

## Siri.

Siri is Apple's personal digital assistant and you can use it on your Mac. Just click on this icon and a Siri window opens. See the Siri tutorial for more information on how to use this feature.

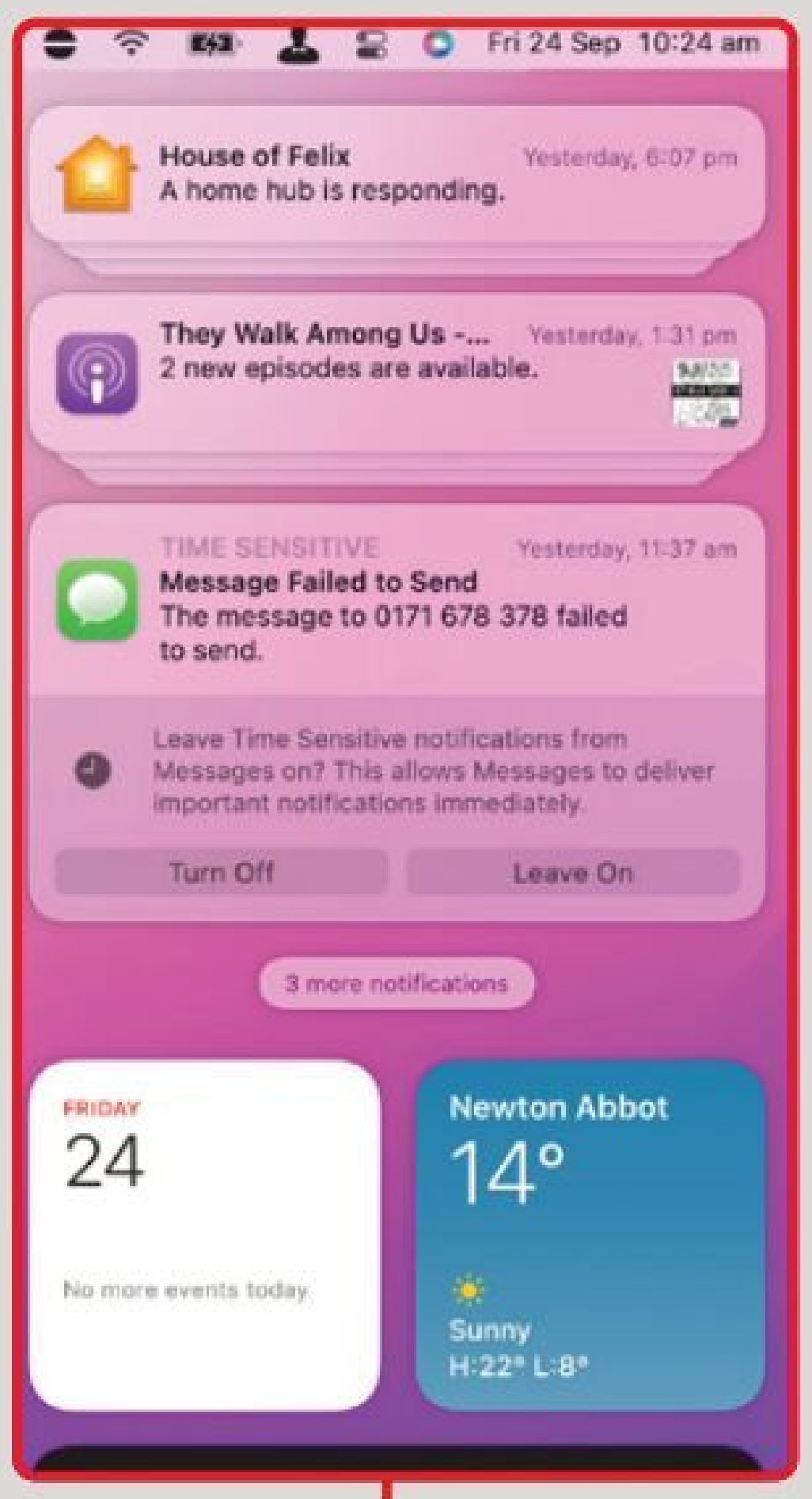


Some things you can ask me:

- **Finder** "Show my Downloads folder"
- **System Preferences** "Make the screen brighter"
- **About this Mac** "How fast is my Mac?"
- **Apps** "Launch Photos"
- **FaceTime** "FaceTime Adrian"
- **Messages** "Tell Susan I'll be right there"
- **Calendar** "Set up a meeting at 9"
- **Sport** "Did Liverpool win?"

## Date, Time, Notifications & Widgets.

Click on the time here and to open the Notifications and Widgets sidebar. If you go into System Preferences > Dock & Menu Bar and click the Clock option in the sidebar, you can set how the date and time are displayed here.



Fri 24 Sep 10:24 am

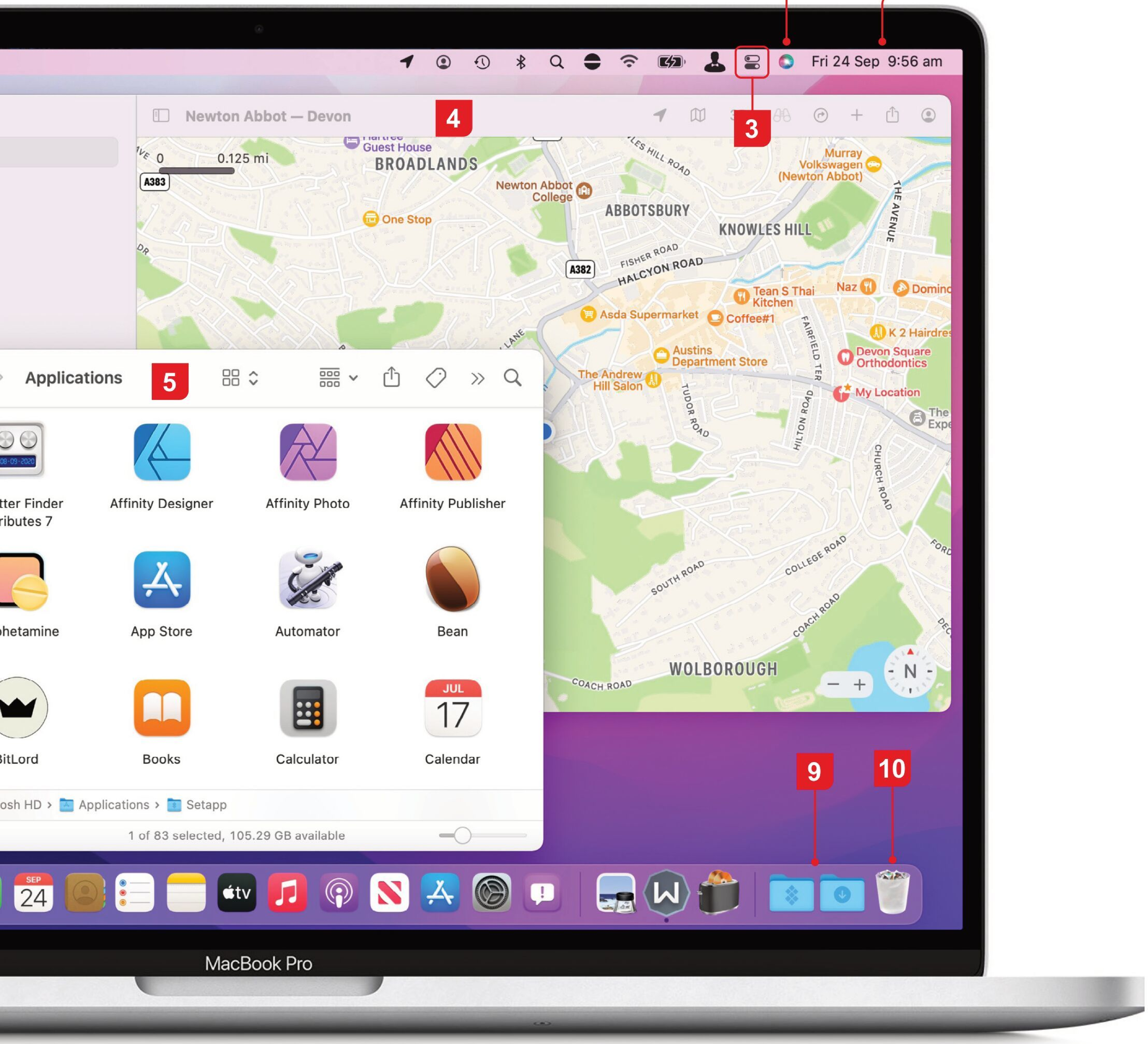
**House of Felix** Yesterday, 6:07 pm
A home hub is responding.

**They Walk Among Us -...** Yesterday, 1:31 pm
2 new episodes are available.

TIME SENSITIVE Yesterday, 11:37 am
**Message Failed to Send**
The message to 0171 678 378 failed to send.

Leave Time Sensitive notifications from Messages on? This allows Messages to deliver important notifications immediately.

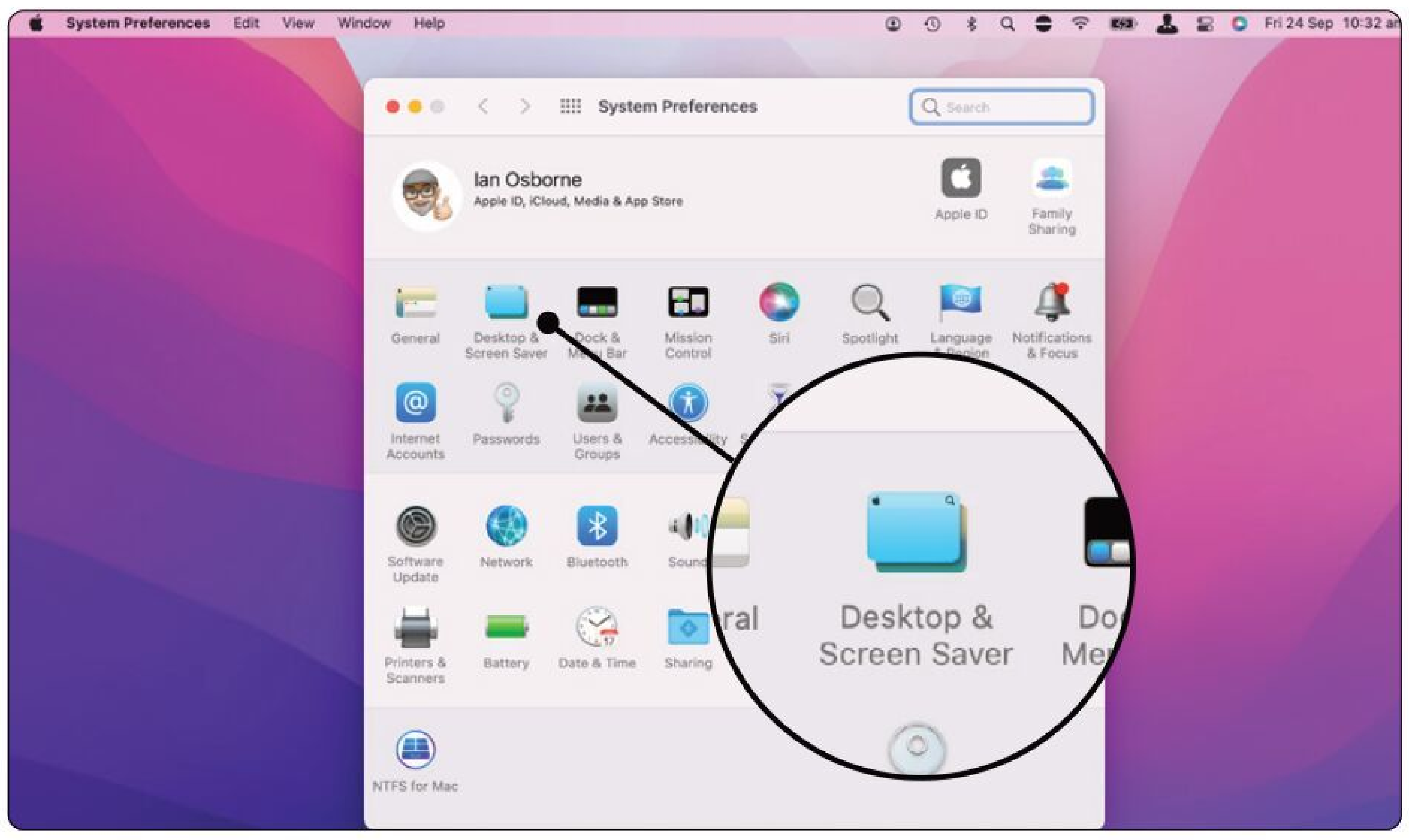
Turn Off
Leave On
3 more notifications
FRIDAY
24
No more events today
Newton Abbot
14°
Sunny
H:22° L:8°

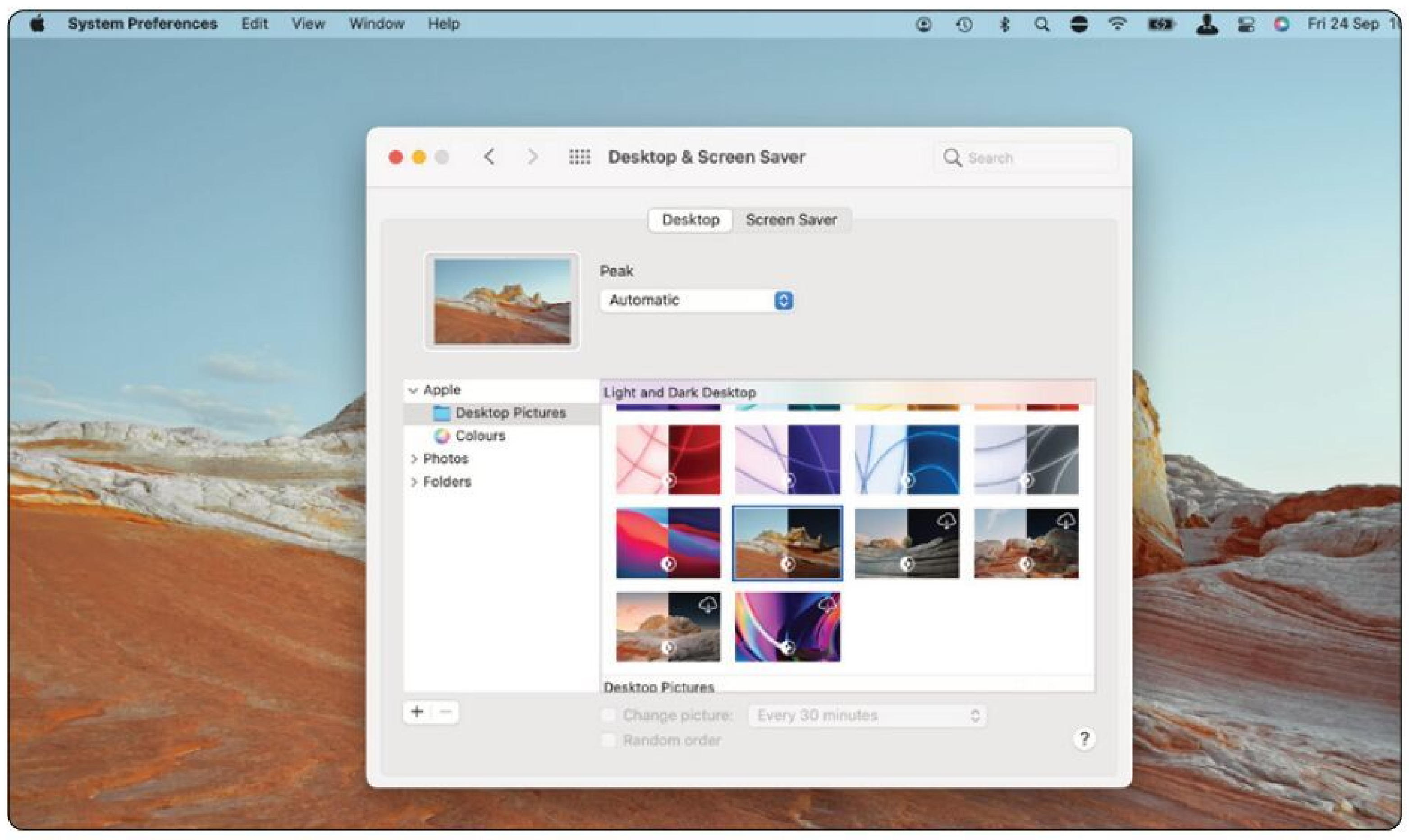

Fri 24 Sep 9:56 am
Newton Abbot — Devon
4
3
Applications
5
tter Finder ributes 7
Affinity Designer
Affinity Photo
Affinity Publisher
hetamine
App Store
Automator
Bean
BitLord
Books
Calculator
Calendar
osh HD › Applications › Setapp
1 of 83 selected, 105.29 GB available
9
10
MacBook Pro

# **Customising the** Monterey Desktop

Although macOS Monterey's default desktop image is very attractive, if you'd prefer something different, you can personalise your experience by customising the appearance of your Monterey Desktop. You can choose a new wallpaper for the desktop image, and even set up a slideshow of your favourite pictures.

## Choose New Wallpaper

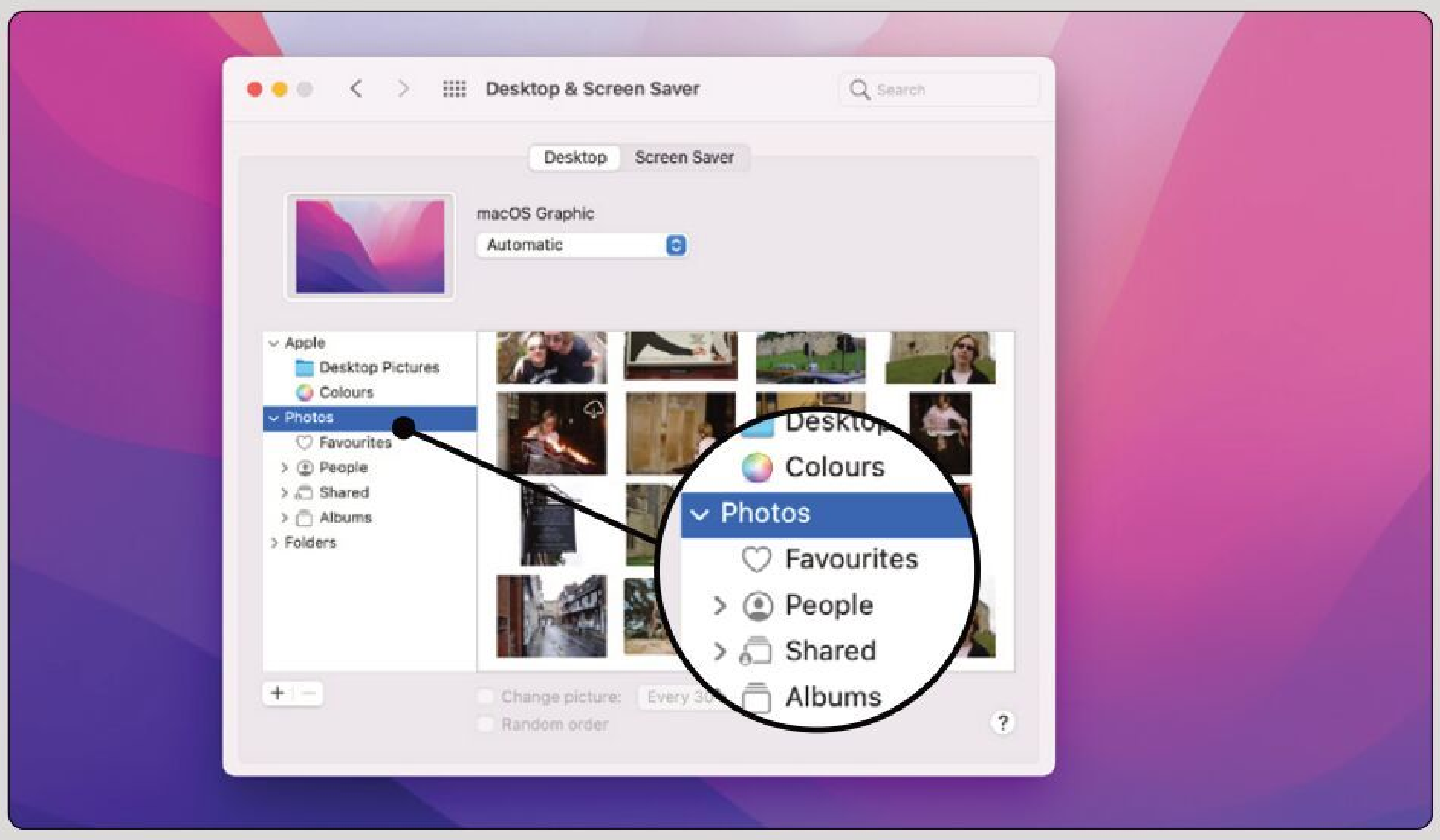

System Preferences
Edit
View
Window
Help
Fri 24 Sep 10:32
System Preferences
Search
Ian Osborne
Apple ID, iCloud, Media & App Store
Apple ID
Family Sharing
General
Desktop & Screen Saver
Dock & Menu Bar
Mission Control
Siri
Spotlight
Language & Region
Notifications & Focus
Internet Accounts
Passwords
Users & Groups
Accessibility
Software Update
Network
Bluetooth
Sound
Printers & Scanners
Battery
Date & Time
Sharing
NTFS for Mac
Desktop & Screen Saver

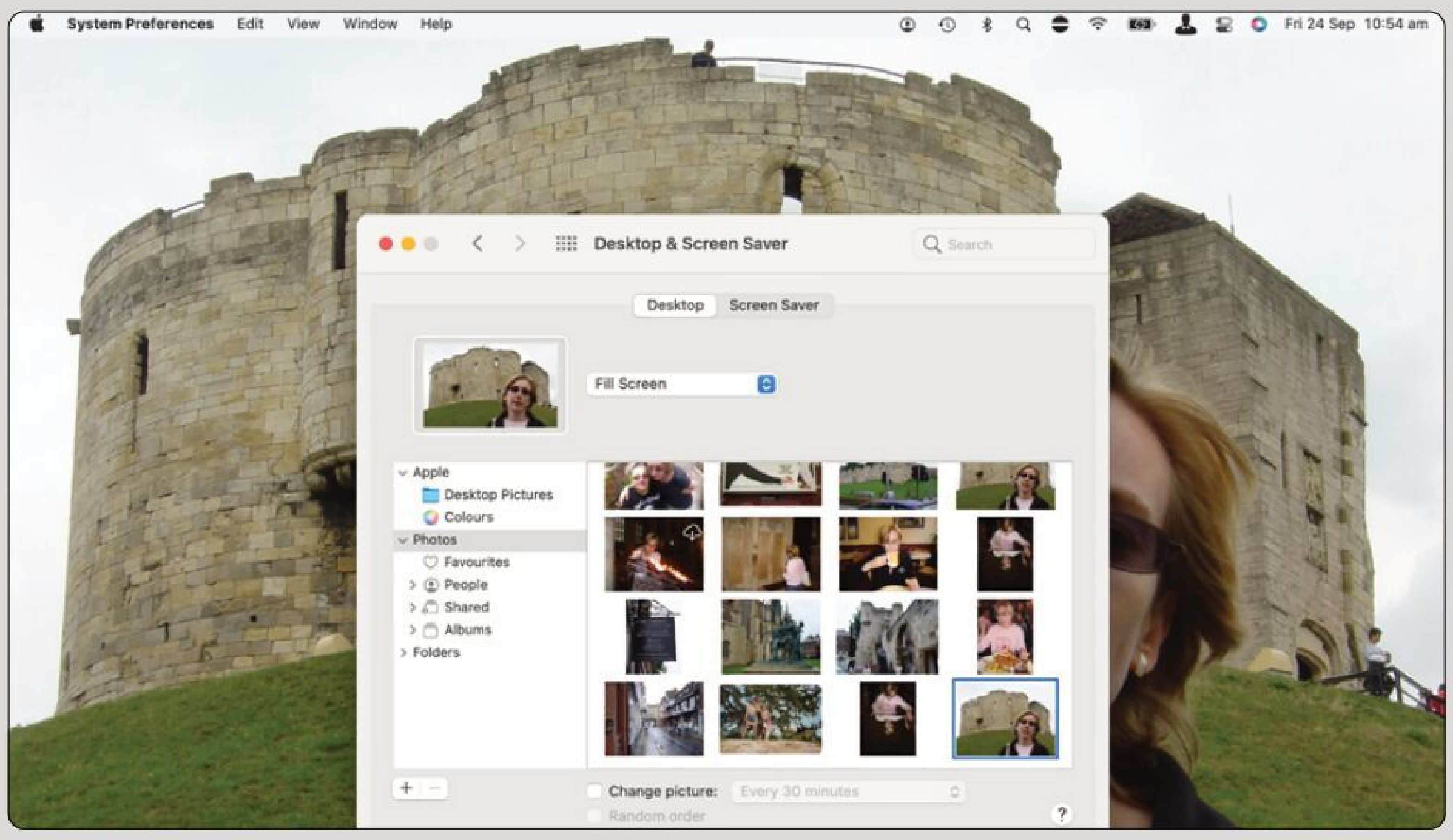

System Preferences
Edit
View
Window
Help
Fri 24 Sep
Desktop & Screen Saver
Search
Desktop
Screen Saver
Peak
Automatic
Apple
Desktop Pictures
Colours
Photos
Folders
Light and Dark Desktop
Desktop Pictures
Change picture:
Every 30 minutes
Random order

**1** To open the Desktop preferences window, click the Apple menu, select System Preferences and select the Desktop & Screen Saver option. Select the genre of picture required from the left column.

**2** Click on the image you'd like to use for your wallpaper. If there's a cloud in the corner, click on it first to download the image. The desktop is updated immediately. Keep it or choose another one.

## Use an Image from Your Photos Library.

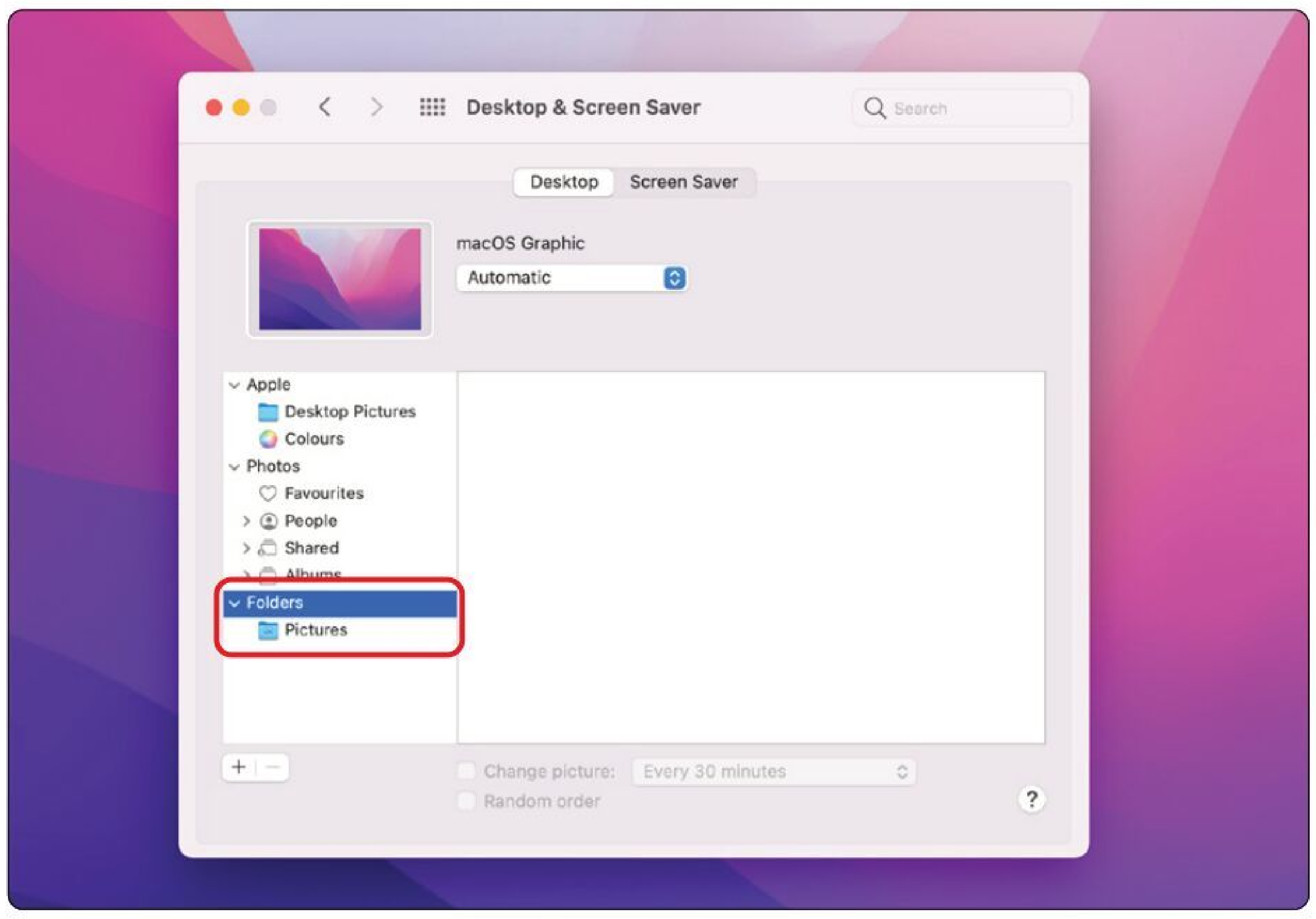

Desktop & Screen Saver
Search
Desktop
Screen Saver
macOS Graphic
Automatic
Apple
Desktop Pictures
Colours
Photos
Favourites
People
Shared
Albums
Folders
Change picture:
Random order
Desktop
Colours
Photos
Favourites
People
Shared
Albums


System Preferences
Edit
View
Window
Help
Fri 24 Sep 10:54 am
Desktop & Screen Saver
Search
Desktop
Screen Saver
Fill Screen
Apple
Desktop Pictures
Colours
Photos
Favourites
People
Shared
Albums
Folders
Change picture:
Every 30 minutes
Random order

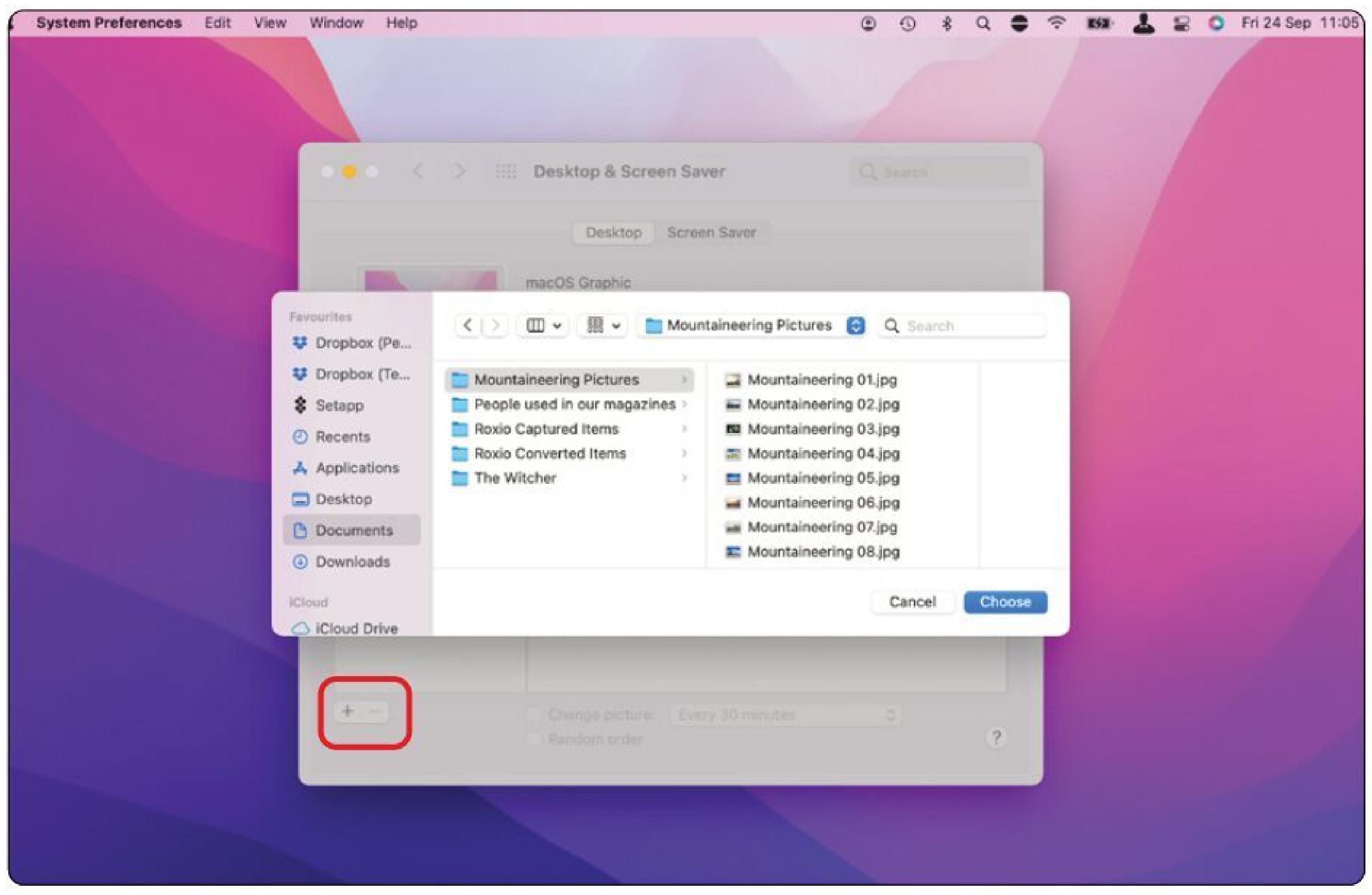
**Open the desktop preferences: Apple menu > System Preferences > Desktop & Screen Saver. Select the Photos item in the directory list, click the chevron to its left to open it. Various options are available.**

**Explore your photo images, and then choose one from the right-hand panel. If it has a cloud in the corner, click this first to download the photo from iCloud. The photo is then used for the desktop. Keep it or choose again.**

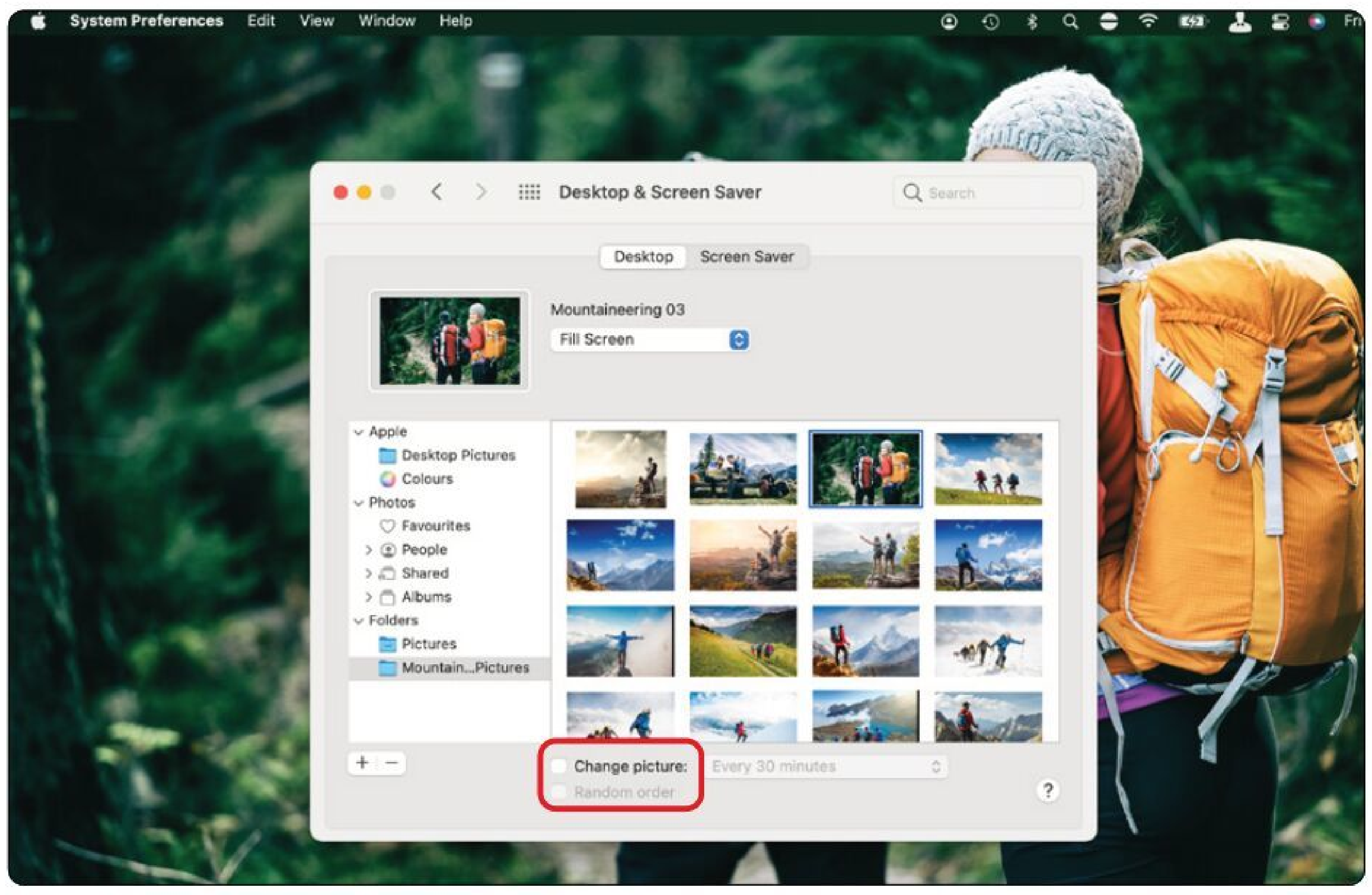
## Add a Folder to Folders List


Desktop & Screen Saver
Desktop
Screen Saver
macOS Graphic
Automatic
Apple
Desktop Pictures
Colours
Photos
Favourites
People
Shared
Albums
Folders
Pictures
Change picture:
Every 30 minutes
Random order

**1** Open System Preferences and click on the Desktop & Screen Saver preference pane. In the left-hand column, click the chevron next to Folders to see what folders are currently listed in this option.

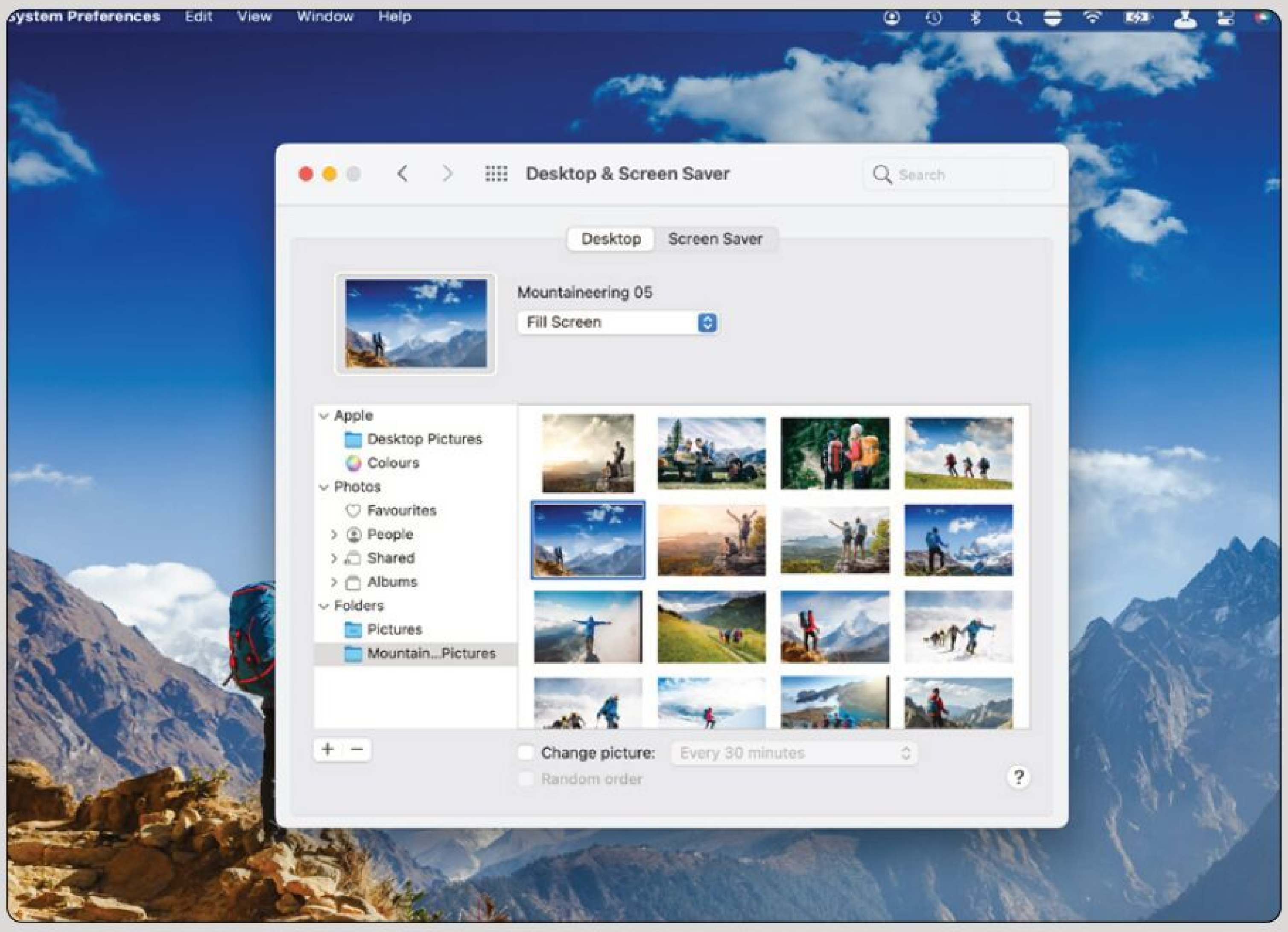

Desktop & Screen Saver
Mountaineering Pictures
People used in our magazines
Roxio Captured Items
Roxio Converted Items
The Witcher
Cancel
Choose

**2** Click the '+' icon below the directory list to display a Finder window. Navigate to a folder on your Mac that contains pictures you'd like to use for desktop images, select it and then press the Choose button.

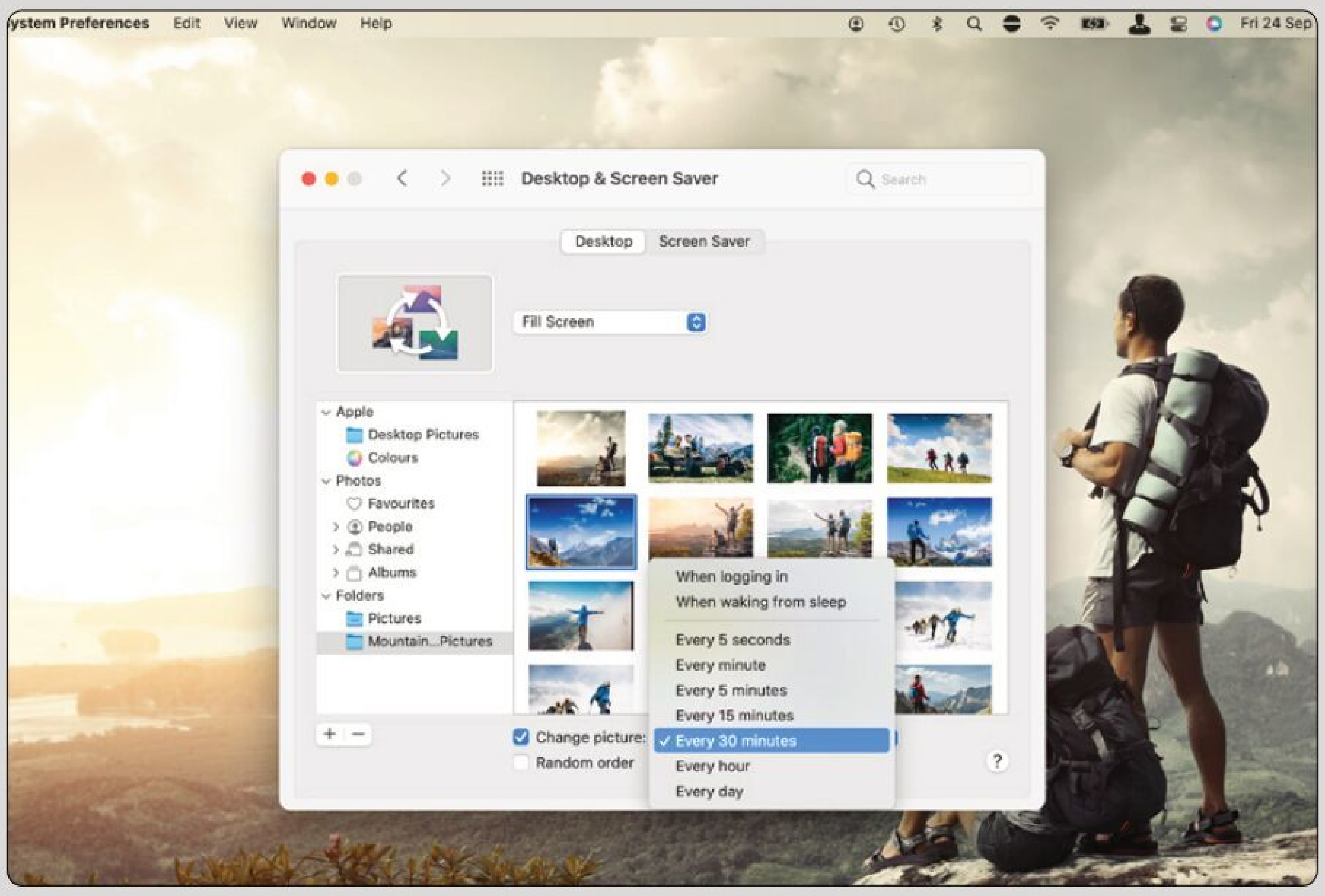

Desktop & Screen Saver
Mountaineering 03
Fill Screen
Folders
Pictures
Mountain...Pictures
Change picture:
Every 30 minutes
Random order

**3** The required folder should now be visible in the Folders section of the directory list. Click on it and you can choose pictures in that folder as desktop images. Click on one to set it as your wallpaper.

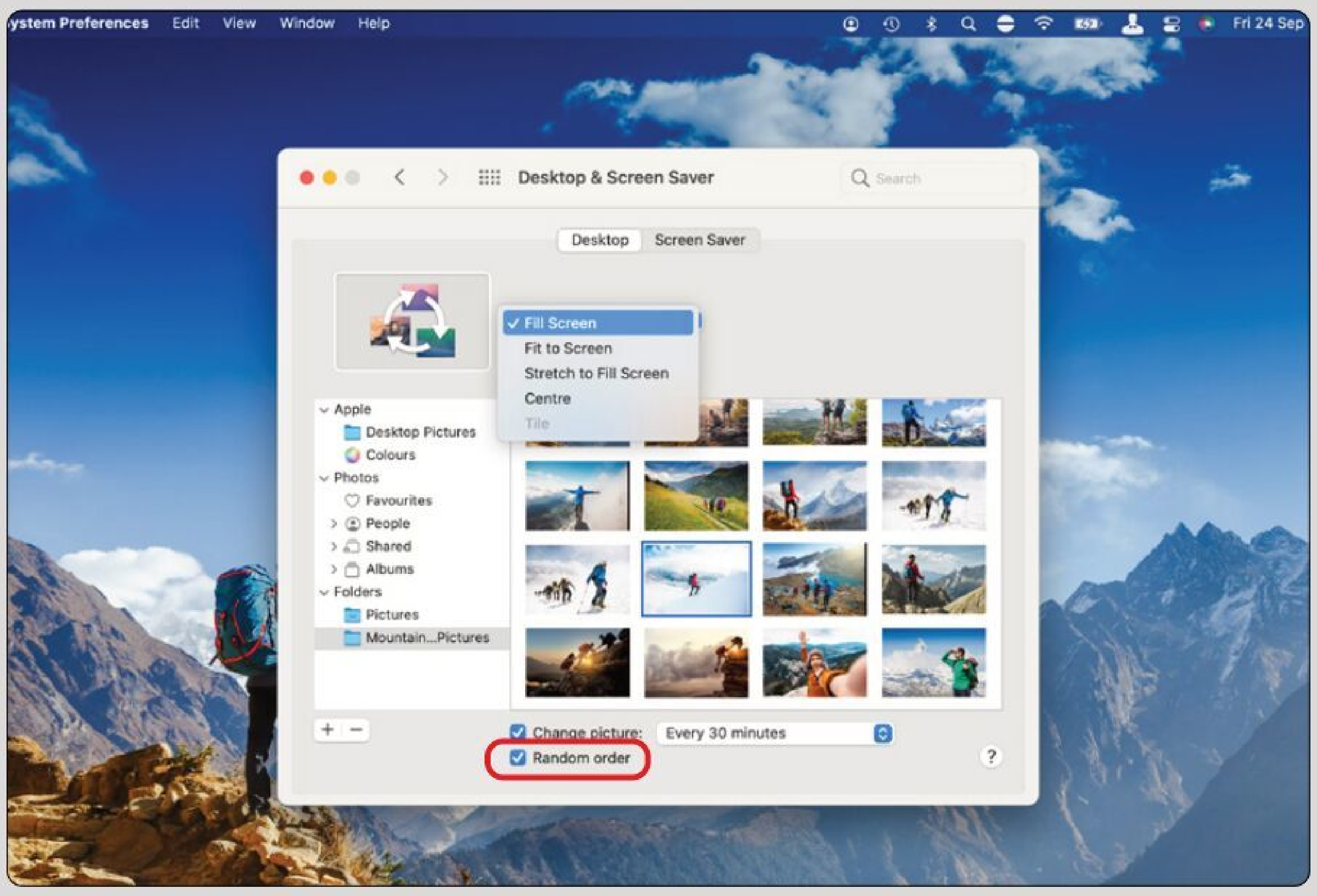
## Auto-changing Wallpaper.


Desktop & Screen Saver
Mountaineering 05
Fill Screen
Change picture:
Every 30 minutes
Random order

**If you're using an image from a folder of pictures, you can have it change automatically after a period of time. Set your desktop from an image from that folder, then check the Change Picture box.**


Desktop & Screen Saver
Fill Screen
When logging in
When waking from sleep
Every 5 seconds
Every minute
Every 5 minutes
Every 15 minutes
Every 30 minutes
Every hour
Every day
Change picture:
Random order

**With the box checked, the pull-down next to Change Picture becomes available. You can choose when to have the wallpaper change to a different picture from the folder; displayed in order.**


Desktop & Screen Saver
Fill Screen
Fit to Screen
Stretch to Fill Screen
Centre
Tile
Change picture:
Every 30 minutes
Random order

**If you'd prefer the pictures were used in a random order, check the box at the foot of the screen. The pull-down above the pictures lets you choose how the images will fill the desktop space.**

# Gesture Controls On Your Trackpad

You can navigate your Mac using gesture controls, just like you do on your iPhone or iPad. These gesture controls can be performed on a Mac notebook's trackpad or on the Apple Magic Trackpad, which is available for desktop Macs. You can even do a few of them on a Magic Mouse.

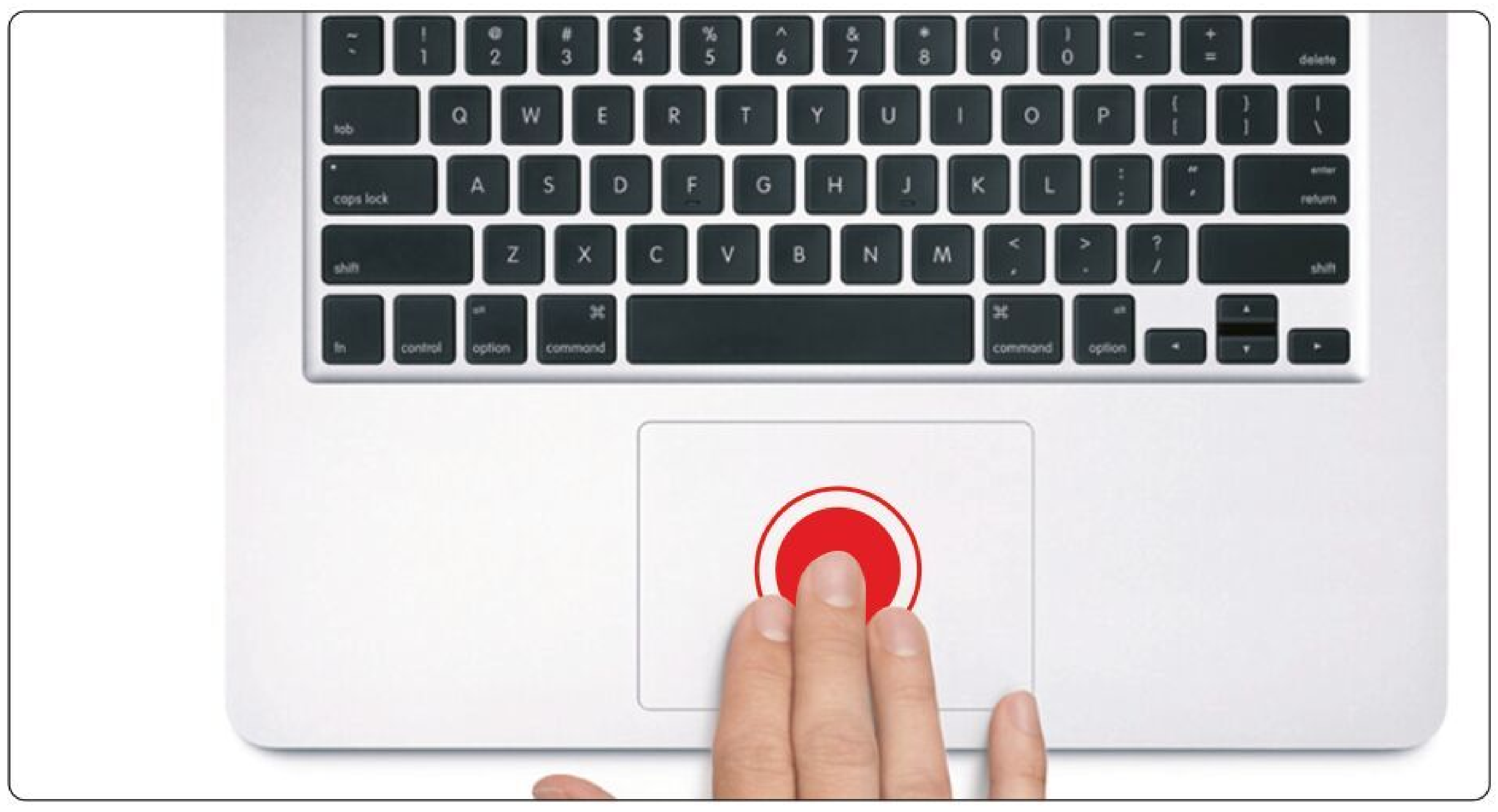
One of the things that makes the Mac such a pleasure to use is its large and responsive MacBook multi-touch trackpad or the desktop Mac's Magic Trackpad. You can use the trackpad in much the same way as you would use the touchscreen of an iPhone or iPad: to quickly and easily access menus, sort through stacks of pictures or documents, scroll through documents and to zoom in and out of displayed images. Once you get used to it, you'll find that it's a very easy and intuitive way of controlling your Mac and that it can do far more than just scrolling.

## Secondary Clicking.

Some people like to use a two-button mouse with their Mac, and this can be handy for quick access to shortcut menus by secondary clicking or right-clicking. To set up two-finger secondary clicking using the trackpad, select Secondary Click in the Point & Click pane of Trackpad preferences. To set up a one finger secondary click zone in the bottom left or right corner of the trackpad or mouse, select Secondary Click in the Point & Click pane of Trackpad preferences, and choose an option from the pop-up menu.

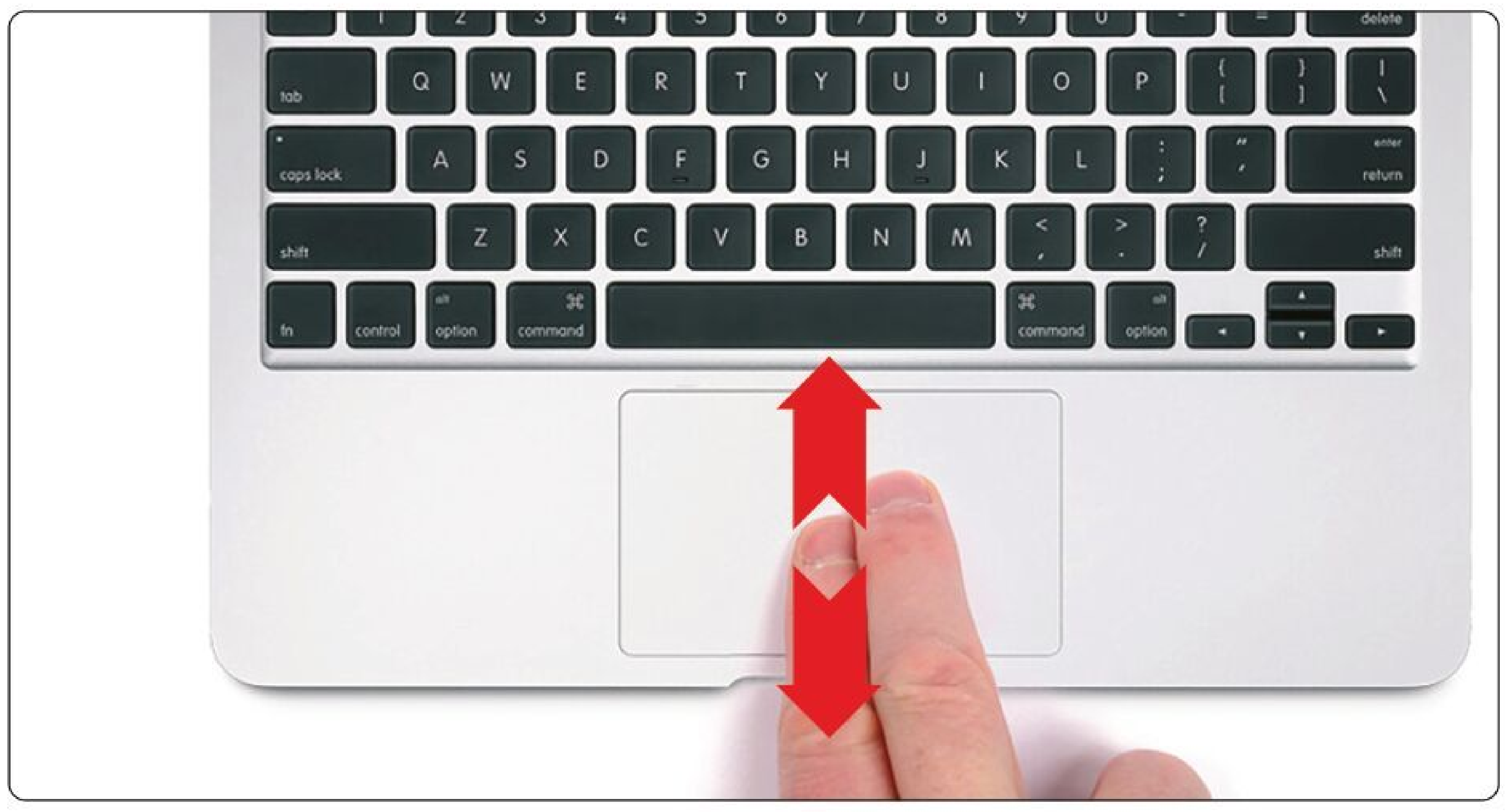
## Multi-touch Gestures.

The MacBook's advanced trackpad supports the Multi-touch gestures. They might seem a bit complicated at first but once you get used to them and have had a bit of time to practise, they quickly become second nature. Before long you'll wonder how you ever managed without them. The trick to using the trackpad properly is to practise using more than one finger at once. Some gestures use two fingers, whilst others use three. You need to apply light, firm pressure and move your fingers smoothly and evenly, all at the same time. Like we said, it takes a little practice but you quickly become proficient at it. To enable Multi-touch gestures, view instructional videos of the gestures and set up various other trackpad options, choose Apple > System Preferences and then click Trackpad.



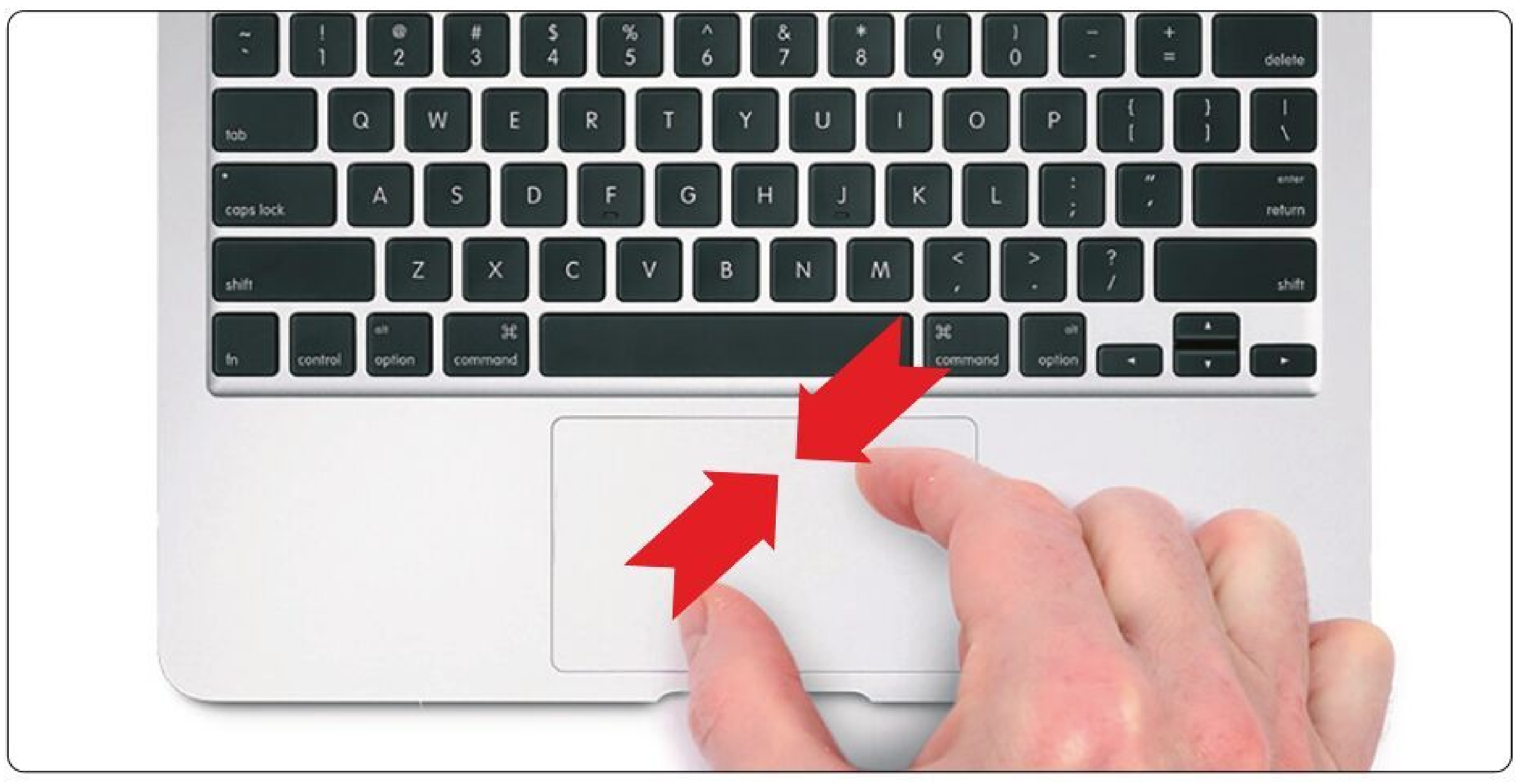
### Single Click

Unlike most other trackpads, the entire MacBook trackpad works the same as the mouse button; and you can click anywhere on the track pad to activate apps and select icons.



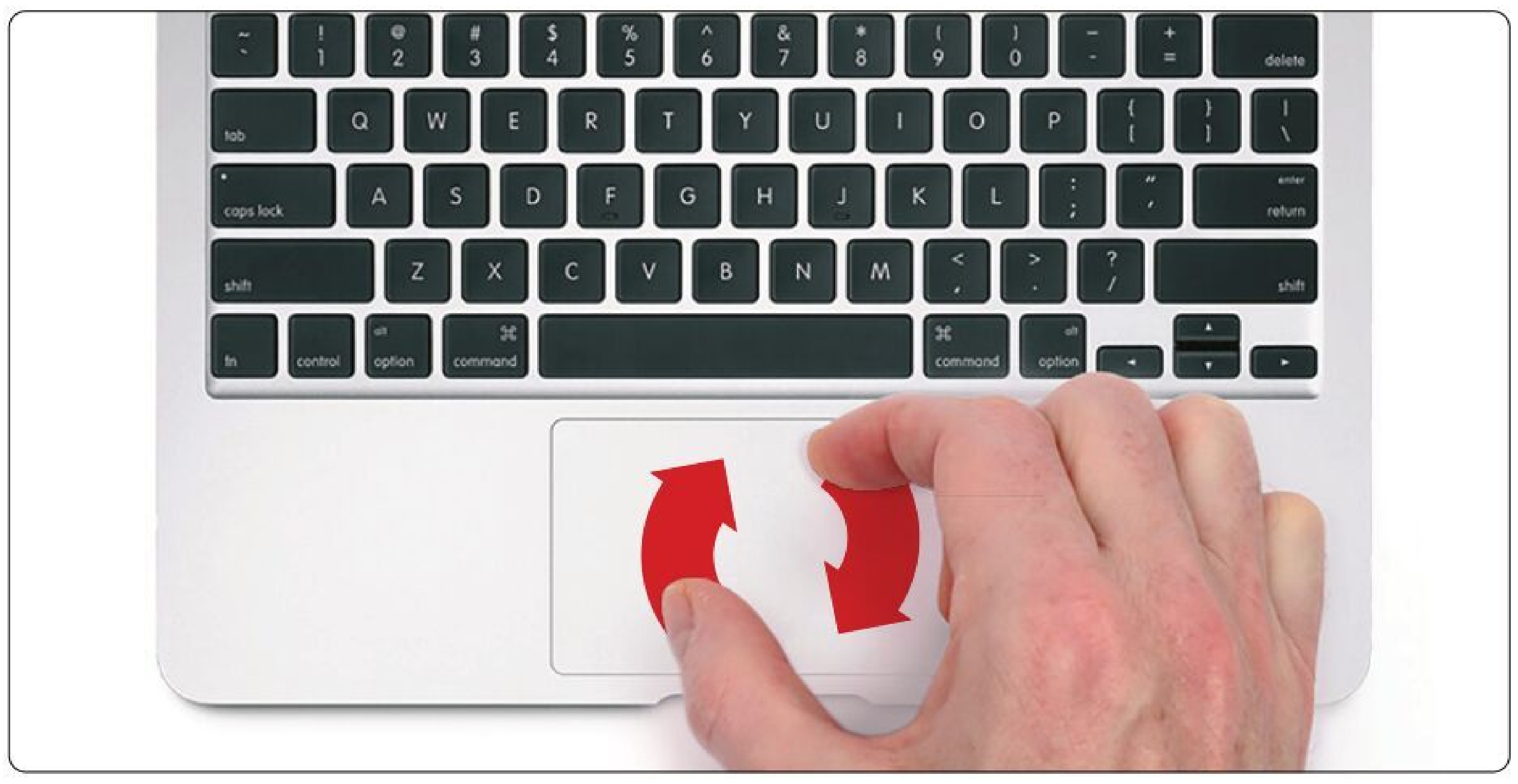
### Scroll Vertically

Place two fingers together on the trackpad, then move them up or down. This will scroll vertically up or down the document or web page you're currently viewing.



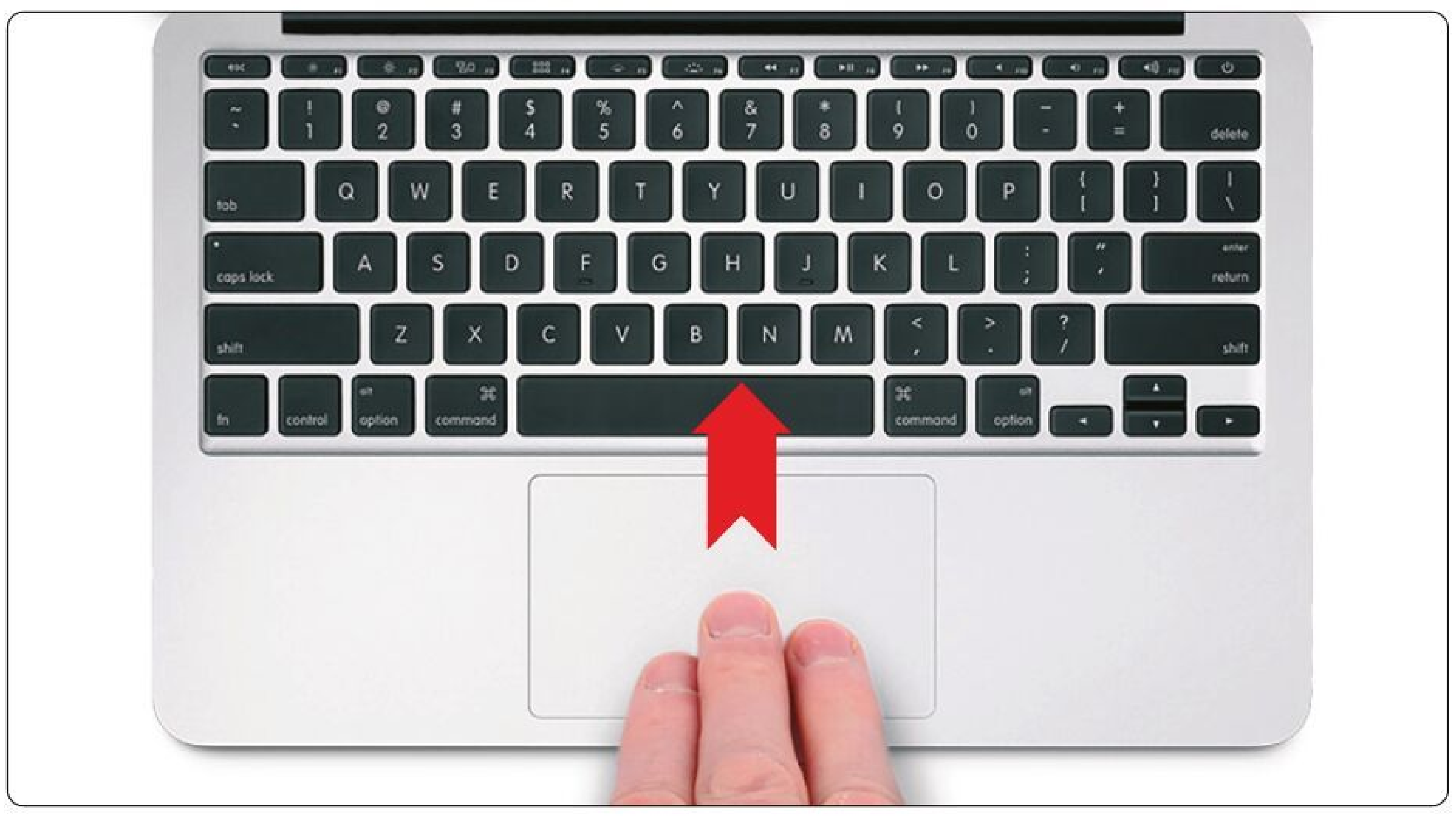
## Zoom In and Out

Two-finger pinching lets you zoom in or out on PDFs, images, photos, and other large visual documents or web pages. Place two fingers on the trackpad, then move them apart to zoom in, or together to zoom out. The quicker you move your fingers, the more you'll zoom.



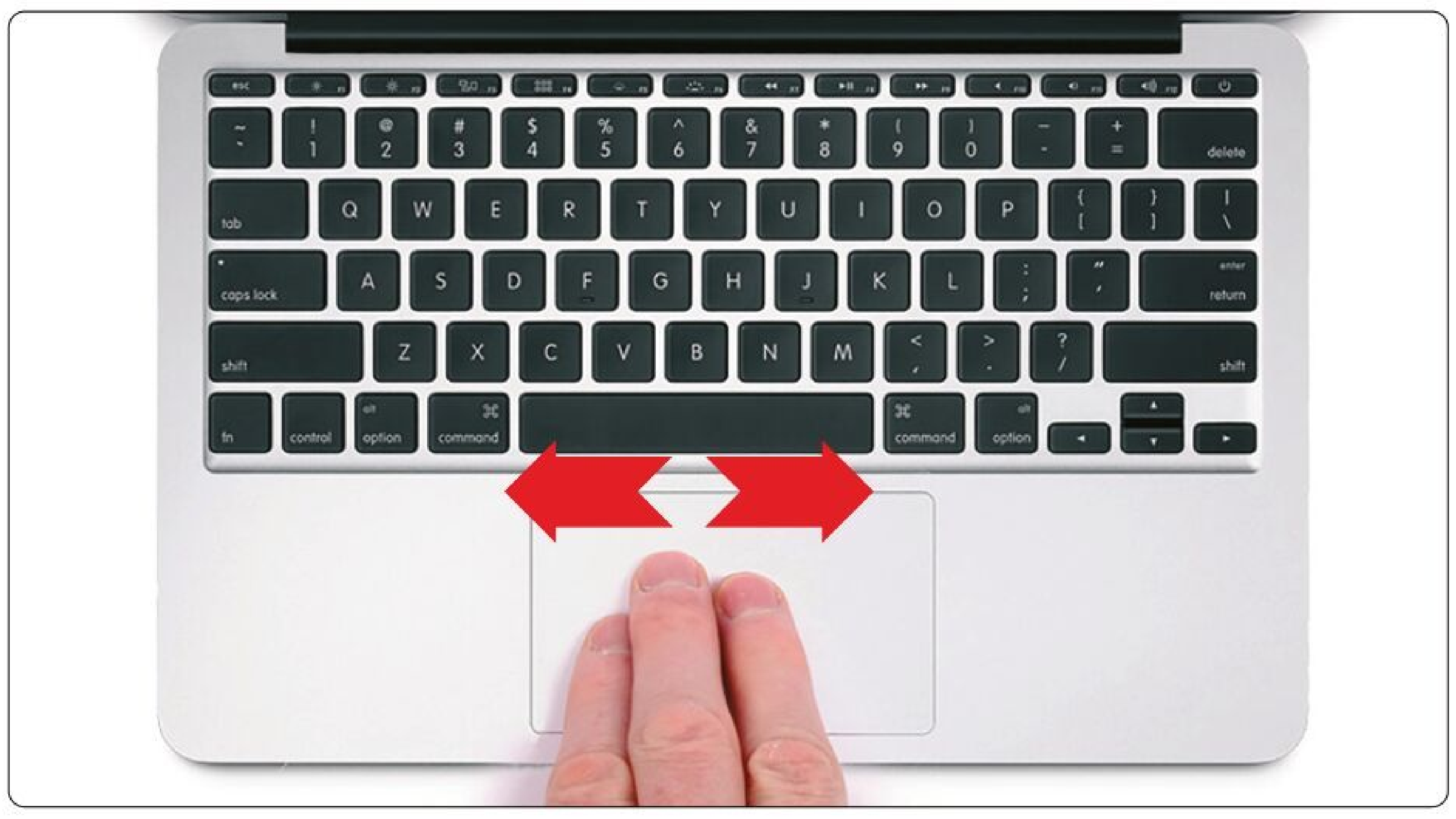
## Rotating Images

You can rotate images by placing two fingers on the trackpad and then turning your hand so that your fingers both move in a curve. It can be a little awkward on the wrist at first but you'll soon get used to it. With practice, you wonder how you ever did without it.



## Access Mission Control

You can access the macOS Mission Control at any time, even if you've got a full-screen app open. Simply place three fingers at the bottom of the trackpad and move them quickly upwards and Mission Control appears.

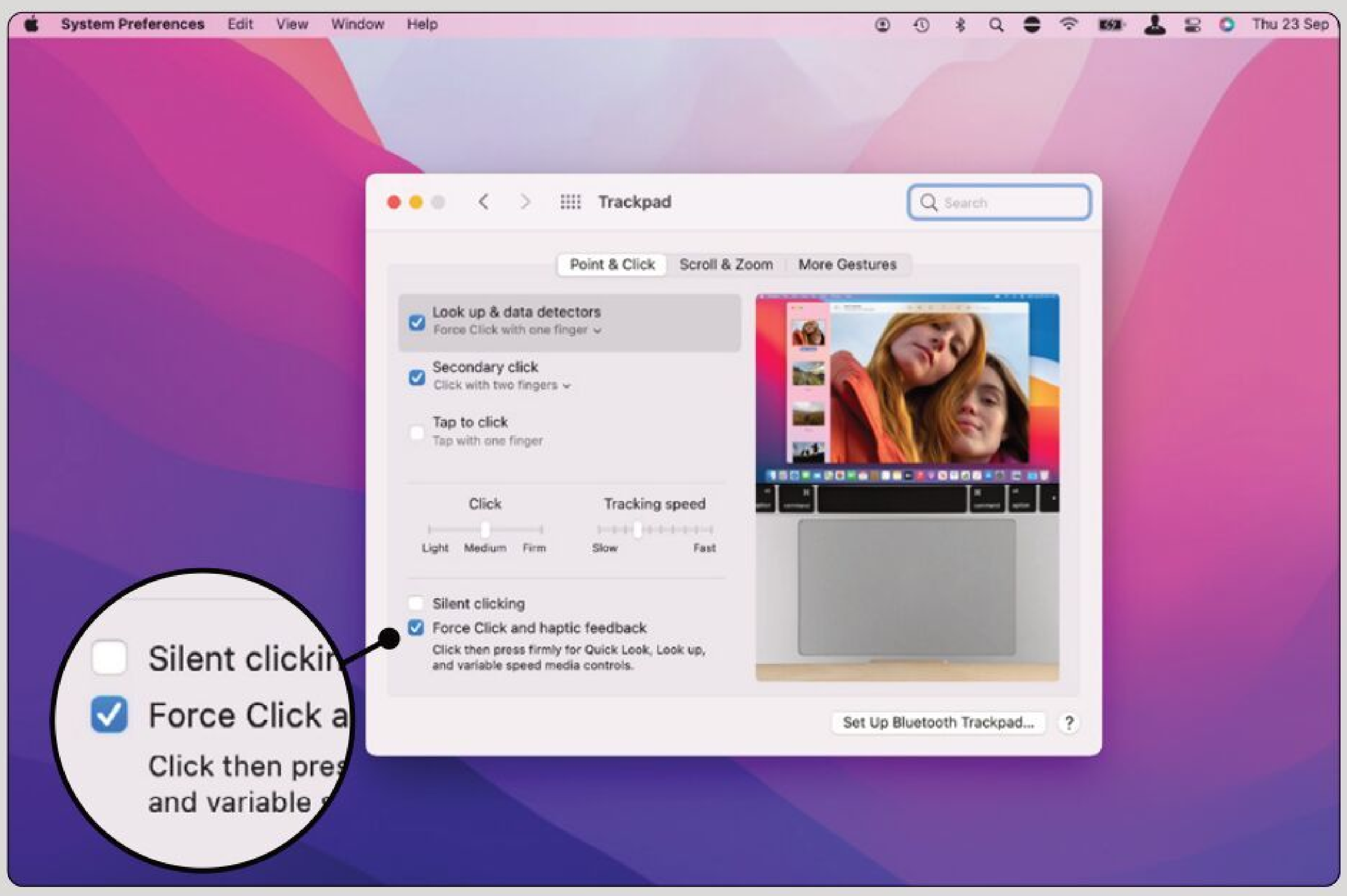


## Switching Between Full-screen Apps

If you've got several apps open full screen at once, you can quickly flip between them using a gesture. Place three fingers on the trackpad and quickly slide them to the left or right. This will scoot the current app aside, revealing the next in line.

## Force Click

The very latest Apple notebooks feature Force Touch trackpads, which can tell a soft tap from a hard tap. A hard tap, or Force Click, can be used to preview a file, drop a pin in Maps, preview a Safari link, rename a file or folder and more. It's a concept that should prove very familiar to those who have used the latest iPhone models.



☑ Look up & data detectors
Force Click with one finger

☑ Secondary click
Click with two fingers

☐ Tap to click
Tap with one finger

Click: Light Medium Firm

Tracking speed: Slow Fast

☐ Silent clicking

☑ Force Click and haptic feedback
Click then press firmly for Quick Look, Look up, and variable speed media controls.

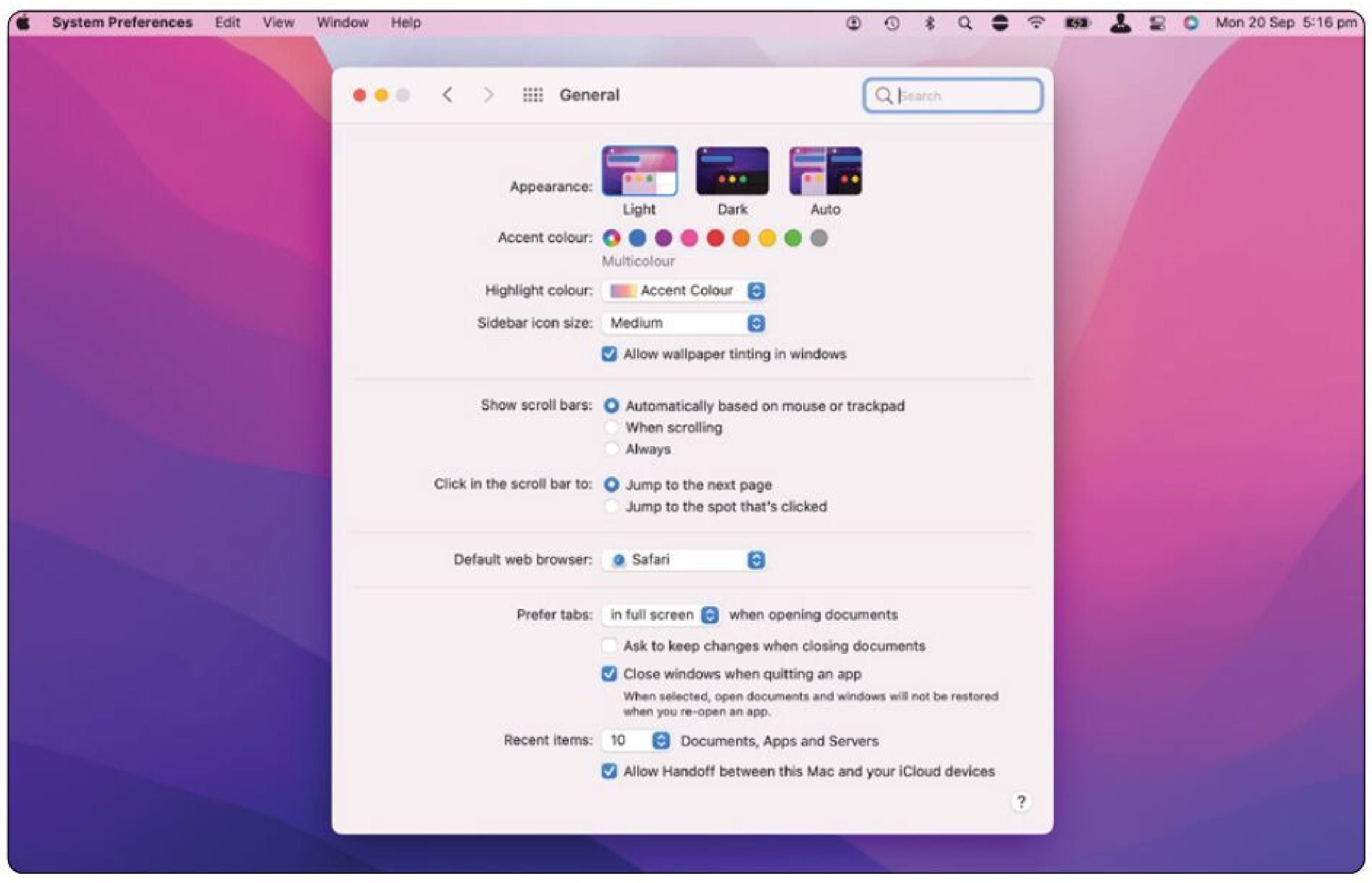
## Turn Off Force Click

If you dislike the Force Click gesture, and find it gets in the way of your workflow, it's easy to turn it off. Open System Preferences (under the Apple menu in the top left corner), and go to the Trackpad pane. Under the first tab, Point & Click, you see a checkbox labelled 'Force Click and haptic feedback'. Uncheck it to turn off this feature.

# Dark Mode And Night Shift

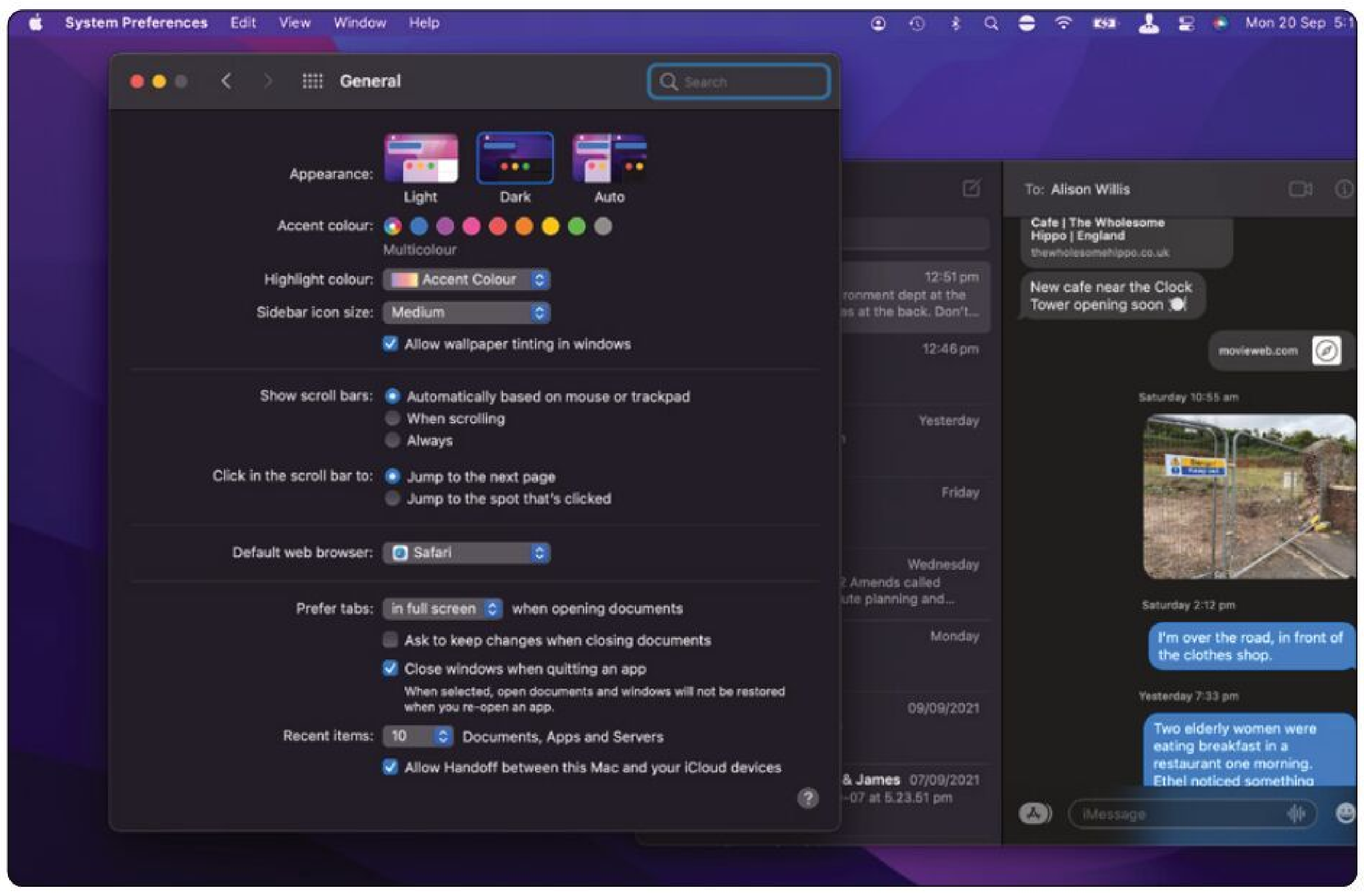
If your screen's too bright, there's a couple of great desktop features that help. Dark Mode inverts the Mac's colour scheme, making it much darker, and Night Shift Mode changes the colour hue, reducing blue light that can keep you awake if you use your Mac before going to bed.

## Dark Mode



Appearance: Light
Accent colour: Multicolour
Highlight colour: Accent Colour
Sidebar icon size: Medium
☑ Allow wallpaper tinting in windows
Show scroll bars: ● Automatically based on mouse or trackpad ○ When scrolling ○ Always
Click in the scroll bar to: ● Jump to the next page ○ Jump to the spot that's clicked
Default web browser: Safari
Prefer tabs: in full screen when opening documents
☐ Ask to keep changes when closing documents
☑ Close windows when quitting an app
When selected, open documents and windows will not be restored when you re-open an app.
Recent items: 10 Documents, Apps and Servers
☑ Allow Handoff between this Mac and your iCloud devices

**1** From the Apple menu, open System Preferences. Click on the General pane in the top left corner of the window. At the top, under 'Appearance', are the Light, Dark, and Auto buttons. Dark and Light buttons switch to those modes, and Auto lets you schedule the changes.

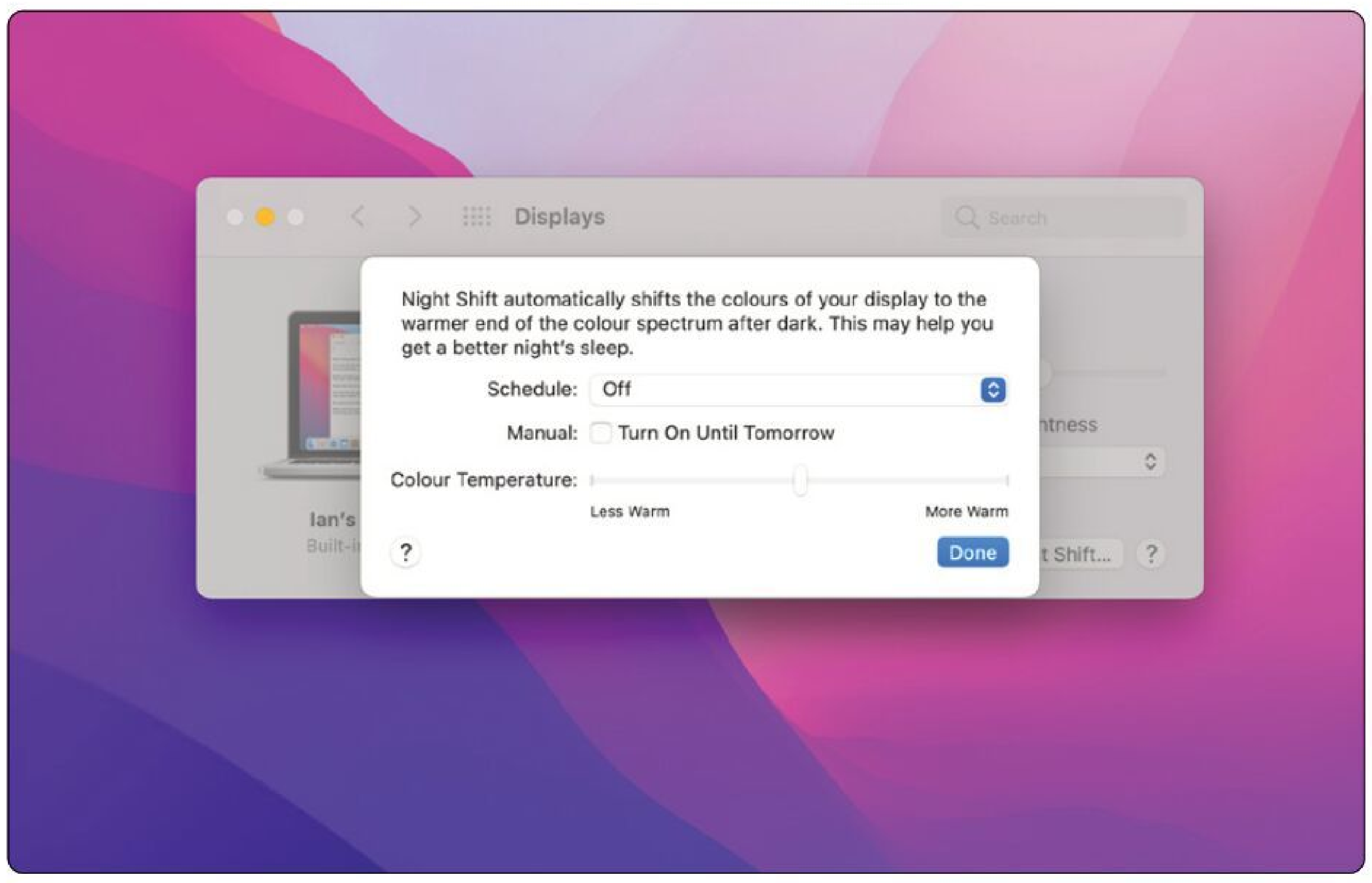


Appearance: Dark
Accent colour: Multicolour
Highlight colour: Accent Colour
Sidebar icon size: Medium
☑ Allow wallpaper tinting in windows
Show scroll bars: ● Automatically based on mouse or trackpad ○ When scrolling ○ Always
Click in the scroll bar to: ● Jump to the next page ○ Jump to the spot that's clicked
Default web browser: Safari
Prefer tabs: in full screen when opening documents
☐ Ask to keep changes when closing documents
☑ Close windows when quitting an app
When selected, open documents and windows will not be restored when you re-open an app.
Recent items: 10 Documents, Apps and Servers
☑ Allow Handoff between this Mac and your iCloud devices

Cafe | The Wholesome Hippo | England
thewholesomehippo.co.uk
New cafe near the Clock Tower opening soon
Saturday 10:55 am
Saturday 2:12 pm
I'm over the road, in front of the clothes shop.
Yesterday 7:33 pm
Two elderly women were eating breakfast in a restaurant one morning. Ethel noticed something

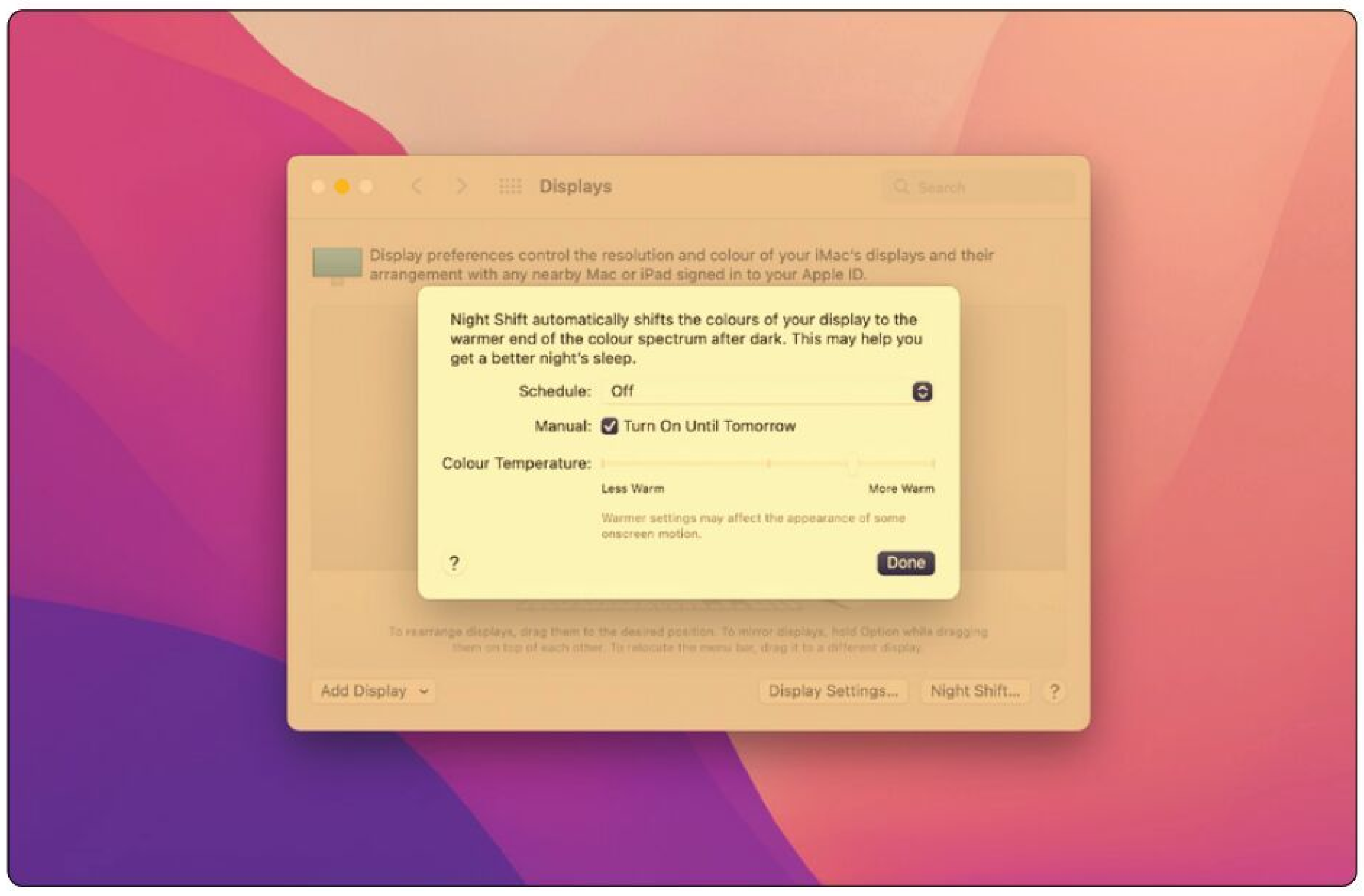
**2** With Dark Mode on, the colours are subdued in Finder, windows, the Mac's built-in apps and more. Third-party apps can be updated to take advantage of Dark Mode too. If you find it more comfortable to work on a dark screen, this is excellent news.

## Night Shift Mode



Night Shift automatically shifts the colours of your display to the warmer end of the colour spectrum after dark. This may help you get a better night's sleep.
Schedule: Off
Manual: ☐ Turn On Until Tomorrow
Colour Temperature:

**1** From the Apple menu, open System Preferences. Click on the Displays pane and then on the Night Shift button. From here you can schedule Night Shift Mode to run from sunrise to sunset or during custom times; or you can simply turn it on by checking the Manual box.

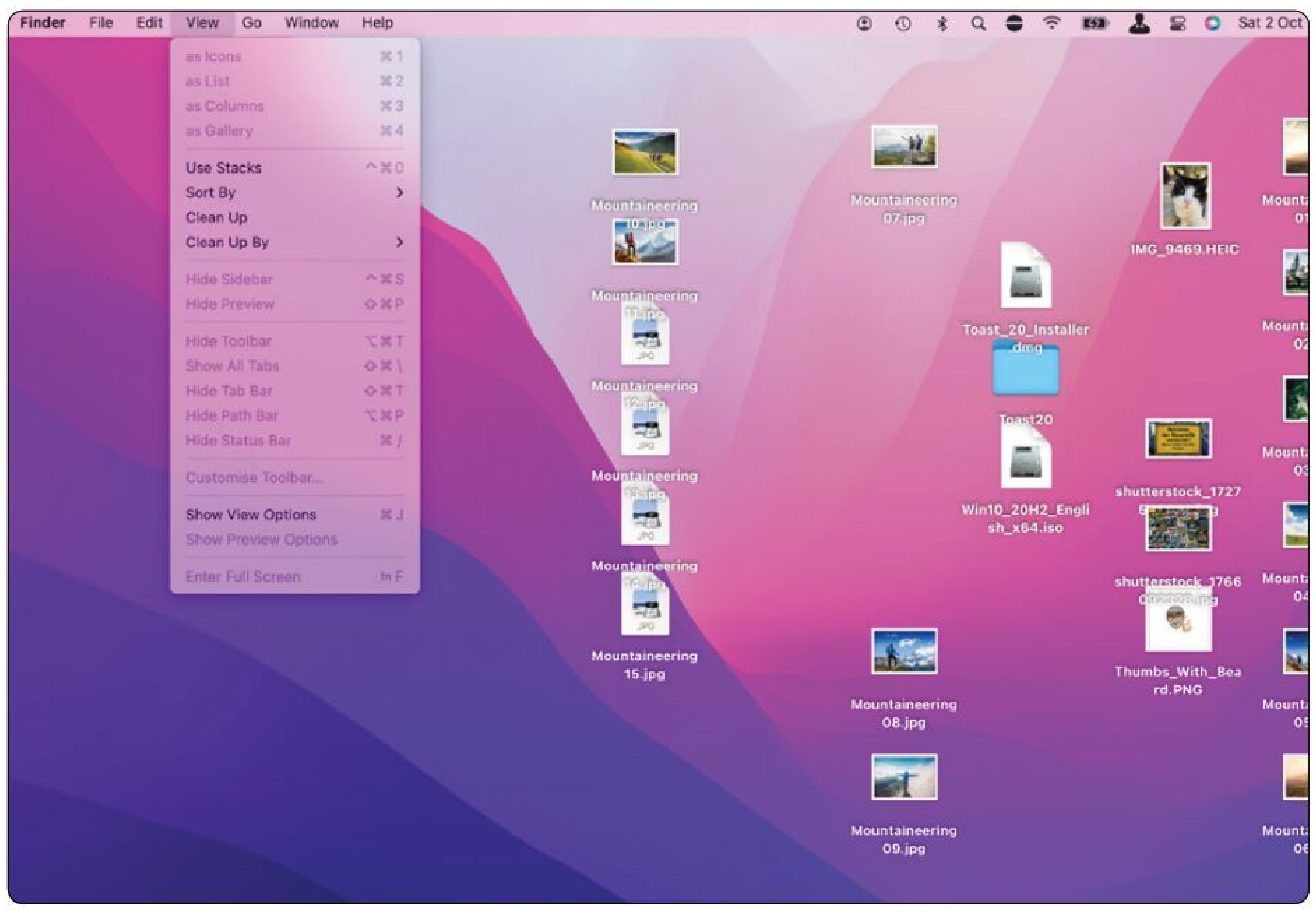


Display preferences control the resolution and colour of your iMac's displays and their arrangement with any nearby Mac or iPad signed in to your Apple ID.
Night Shift automatically shifts the colours of your display to the warmer end of the colour spectrum after dark. This may help you get a better night's sleep.
Schedule: Off
Manual: ☑ Turn On Until Tomorrow
Colour Temperature:
Warmer settings may affect the appearance of some onscreen motion.
To rearrange displays, drag them to the desired position. To mirror displays, hold Option while dragging them on top of each other. To relocate the menu bar, drag it to a different display.

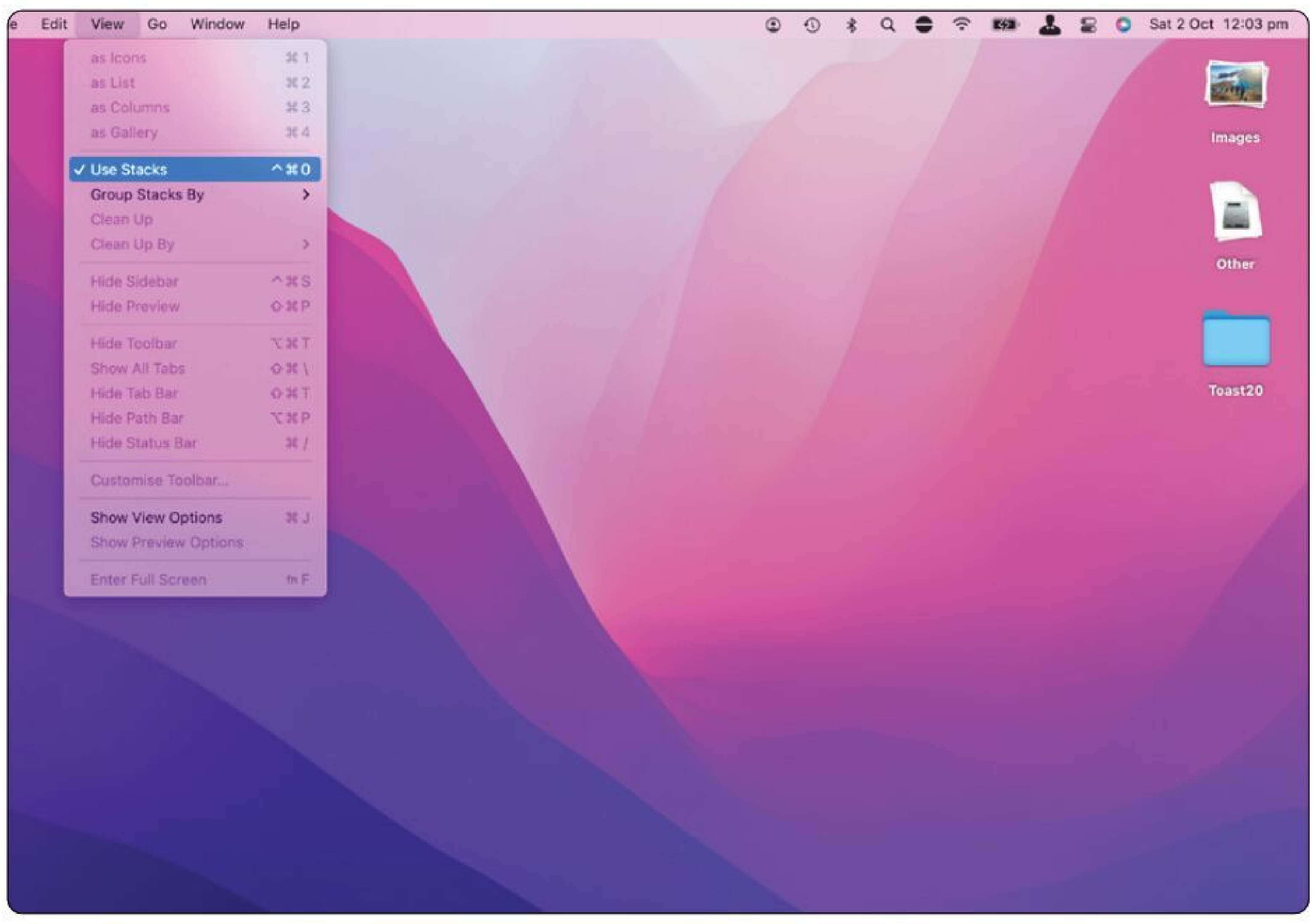
**2** With Night Shift Mode enabled, the colour spectrum shifts from blue to yellow. If you use your Mac late at night, too much blue light can interfere with sleep patterns, so using Night Shift Mode when on your Mac close to bedtime can prevent this.

# Desktop Stacks For Organisation

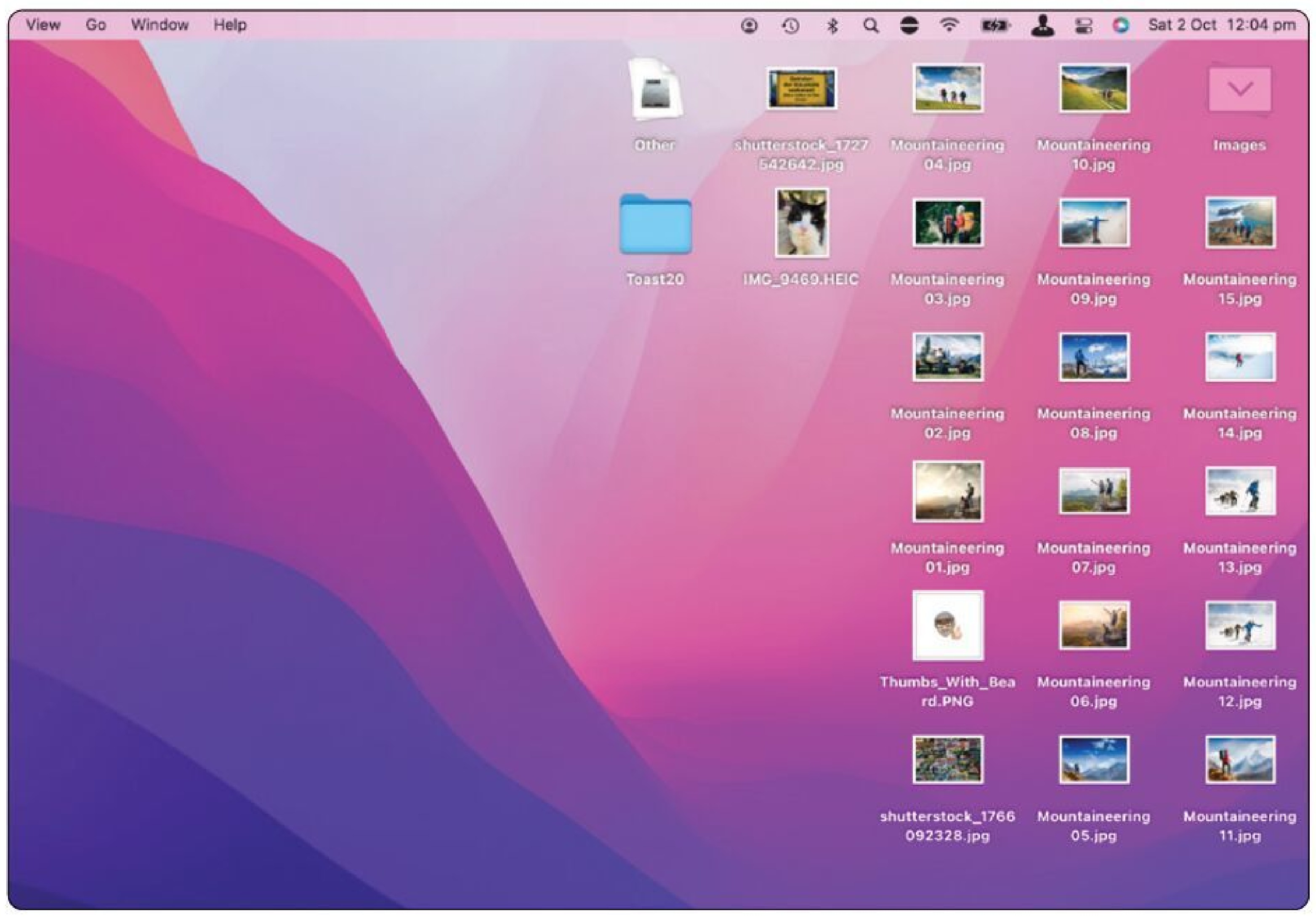
If your Mac's desktop regularly gets cluttered with folders, file icons and other such material that you're currently working on, there's a solution at hand in macOS. With a click of your mouse or trackpad, you can organise them into stacks, grouped according to their file type. Here's how to do it.


Finder
File
Edit
View
Go
Window
Help
Use Stacks
Sort By
Clean Up
Clean Up By
Show View Options

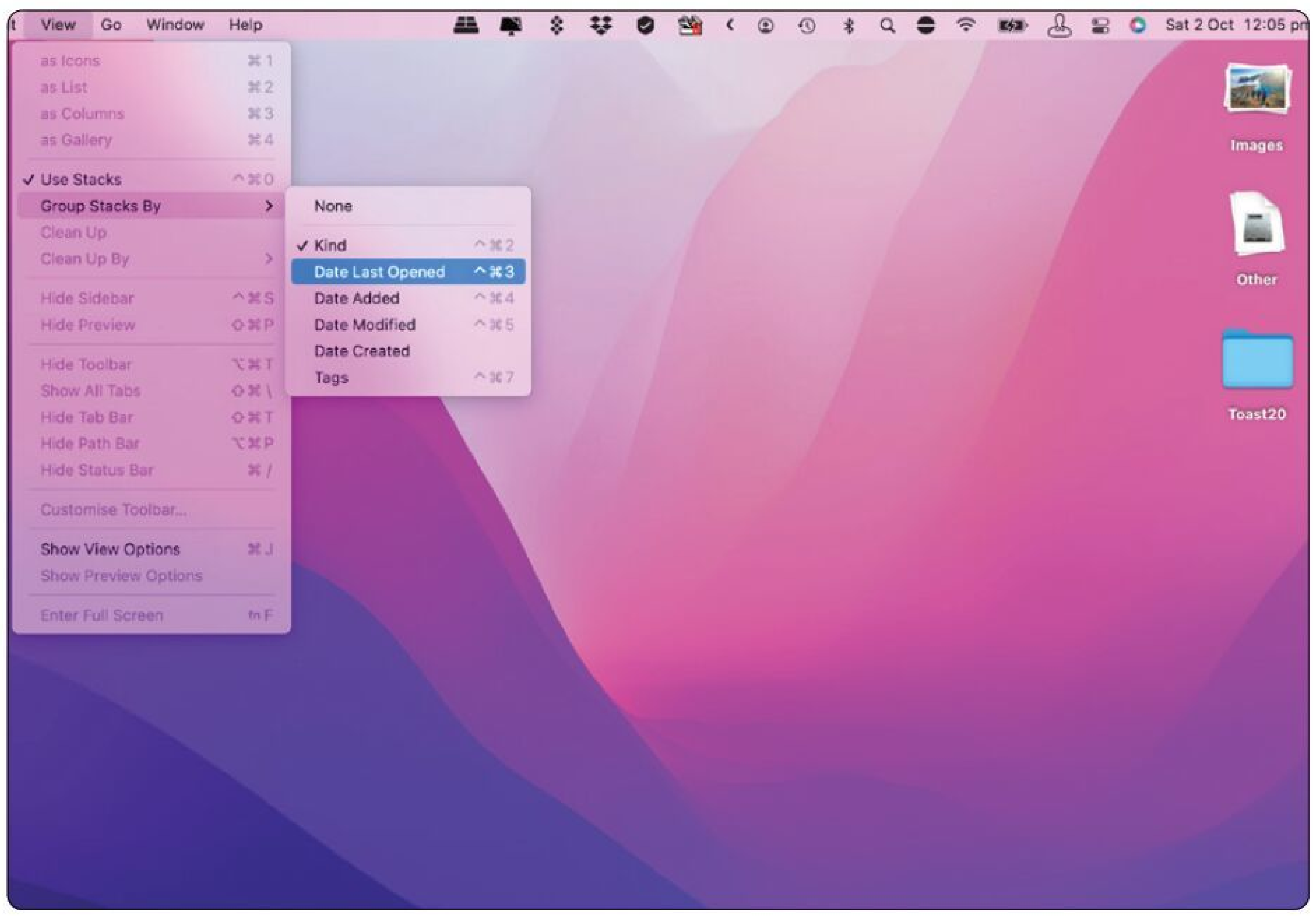
**1** Your Mac's desktop often fills with files and folders you know you need regularly but that can mean a very cluttered workspace. To use Desktop Stacks, first click on the desktop to make sure Finder is active, then click on the View menu in the top bar.


Use Stacks
Group Stacks By
Images
Other
Toast20

**2** From the View menu, select the Use Stacks option. Your files are stacked on the right-hand side of your desktop, according to their type. For example, images are stacked together, as are documents. To turn this off again go to View and click Use Stacks.


Other
Images
Toast20

**3** To open a stack on your desktop, click on it. The items contained in that stack are revealed, allowing you to access and open individual files. To close a stack again, click on the down-pointing triangle icon that replaced the stack when you clicked to open it.

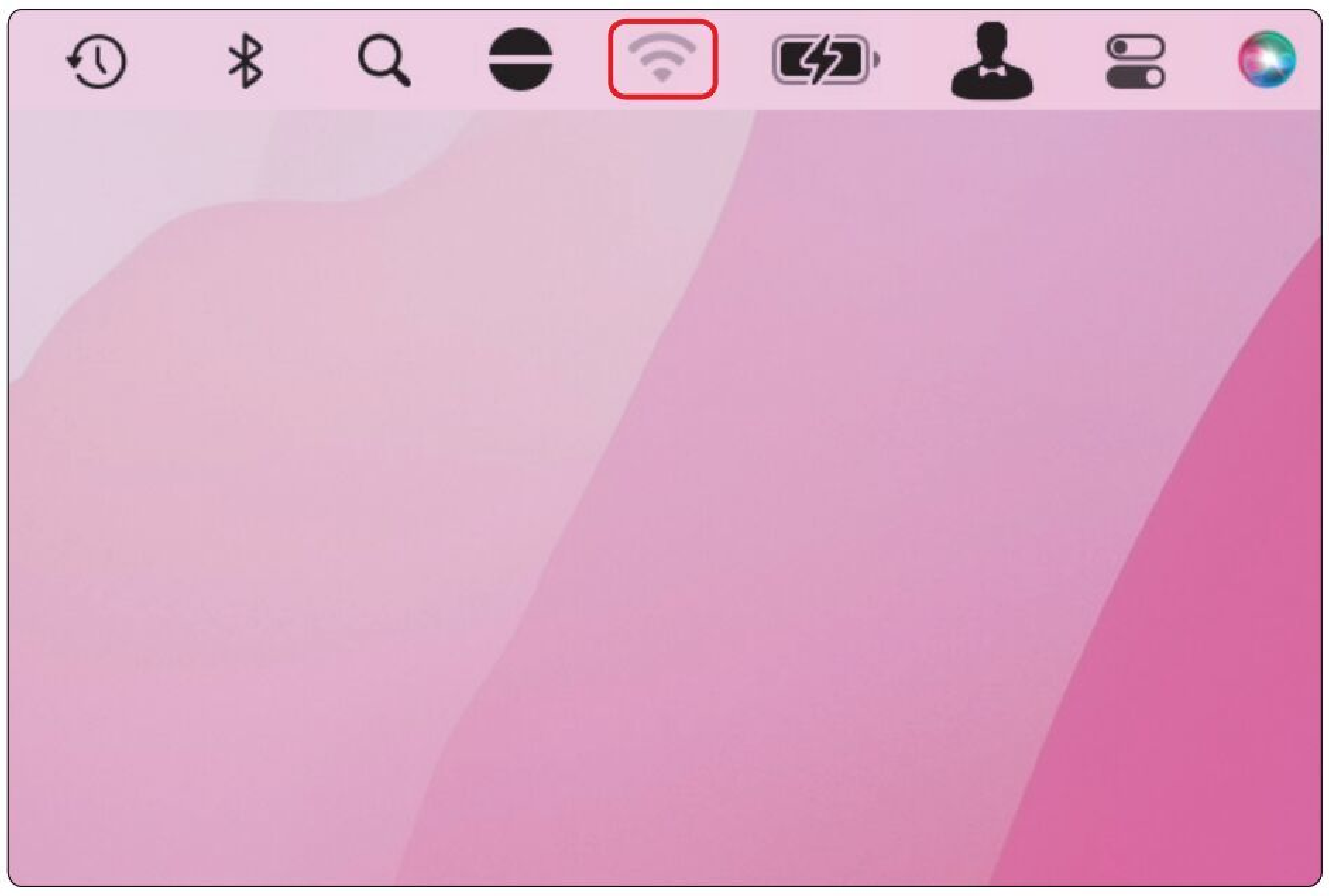

Use Stacks
Group Stacks By
None
Kind
Date Last Opened
Date Added
Date Modified
Date Created
Tags
Images
Other
Toast20

**4** You can choose how you group your stacks. In View, go to Group Stacks By and then pick an option. If you use finder tags (see later in this book) to identify files from the same project, for example, grouping by Tags keeps them together and easier to find.

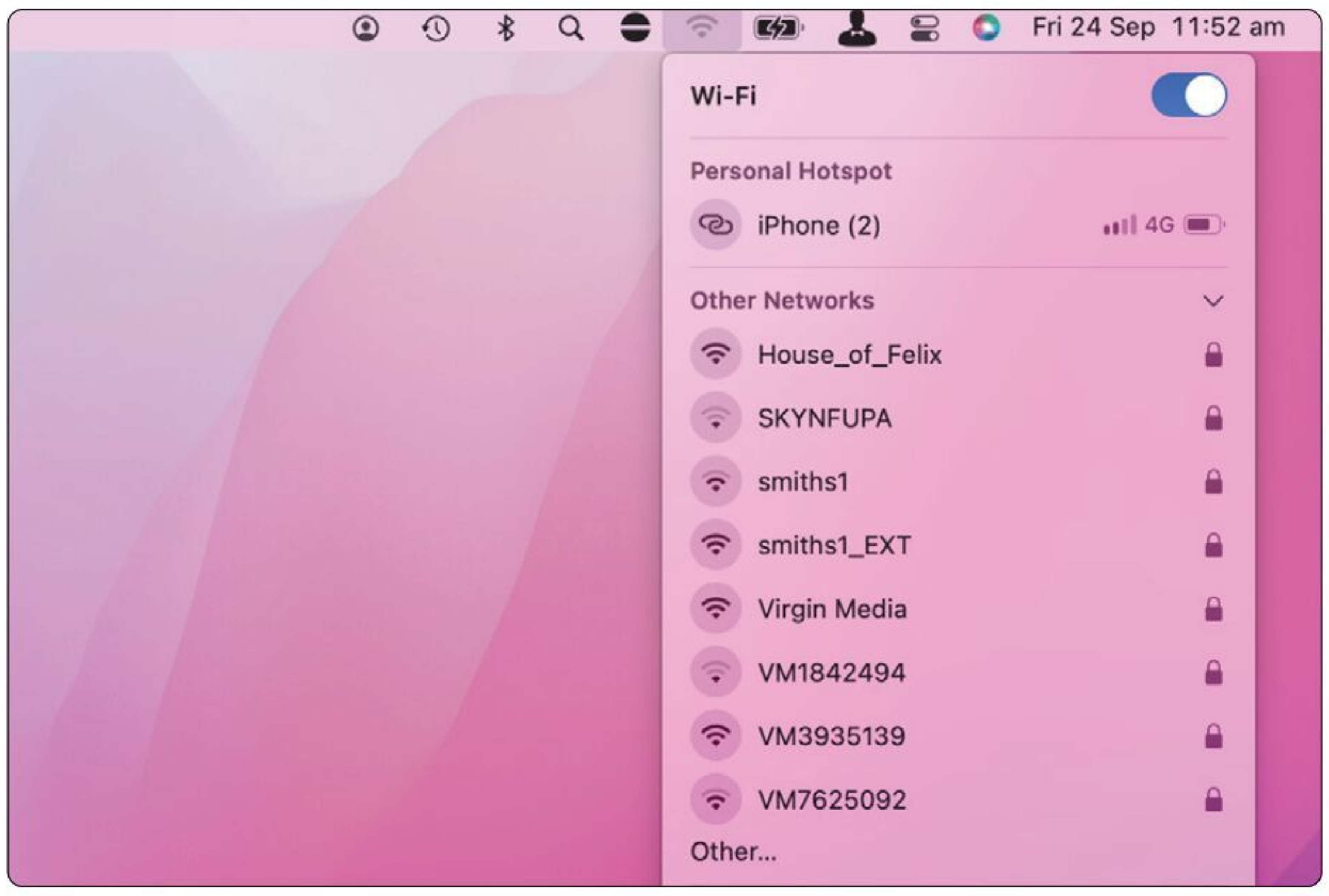
# Getting Online With Wi-Fi or Ethernet

As is the case with any modern operating system, access to the Internet is a vital component for upgrading and getting hold of new apps that will help you get the most from your Mac. Getting online in Monterey is remarkably easy and here's how to do it both wirelessly and with a cabled connection.

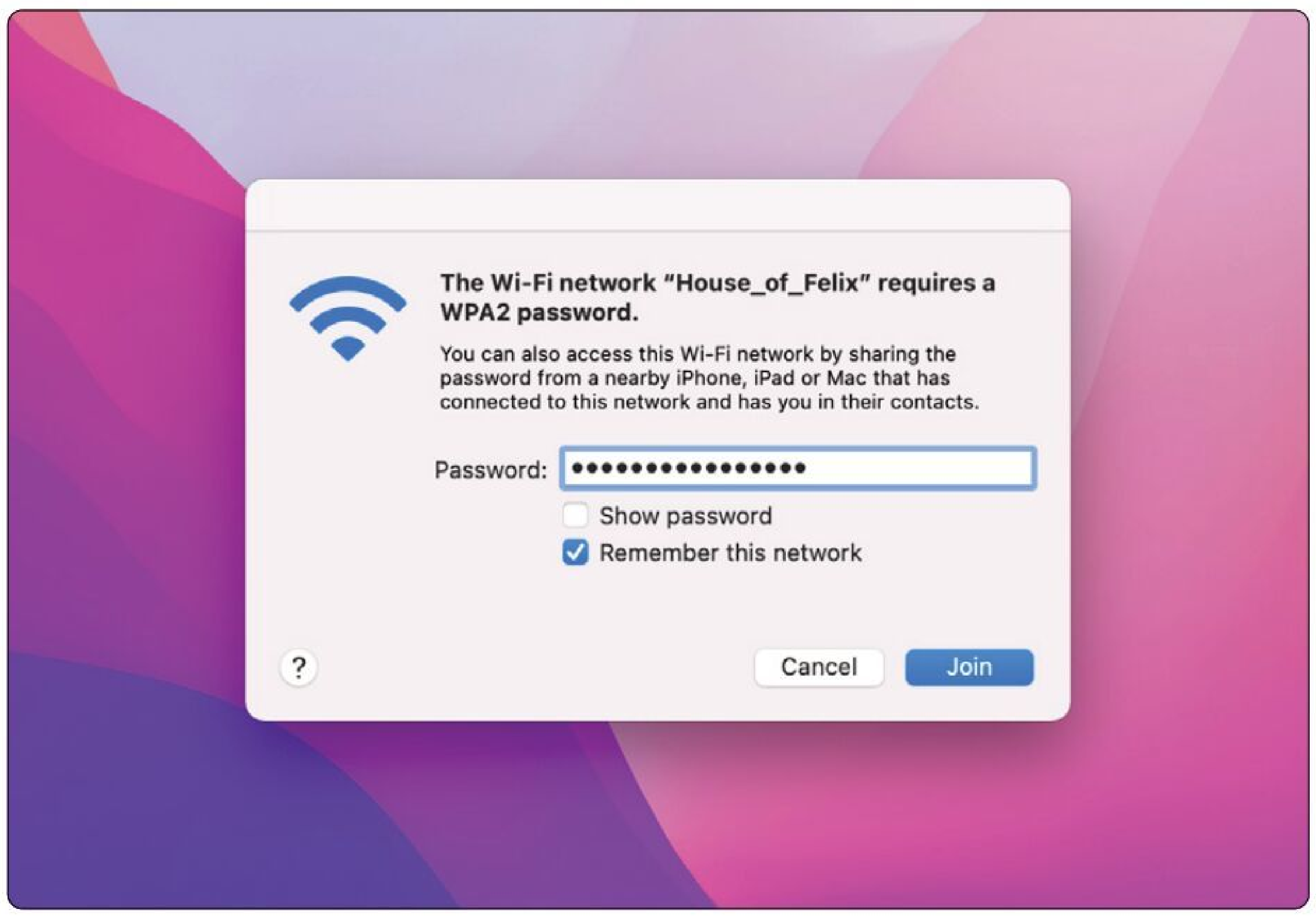
## Connecting with Wi-Fi



**1** Make sure that your Mac is within range of your wireless router's Wi-Fi signal, then click on the Wi-Fi icon in the top menu bar. You'll see a list of Wi-Fi networks. If your Wi-Fi is off click the switch to turn it on.



**2** You'll see a list of Wi-Fi networks available in your area. A lock to the right shows a password is required to join it. Click on the network you wish to join, whether it's your own router or a public Wi-Fi in a cafe or bar.



**The Wi-Fi network "House_of_Felix" requires a WPA2 password.**

You can also access this Wi-Fi network by sharing the password from a nearby iPhone, iPad or Mac that has connected to this network and has you in their contacts.

Password: ••••••••••••••••

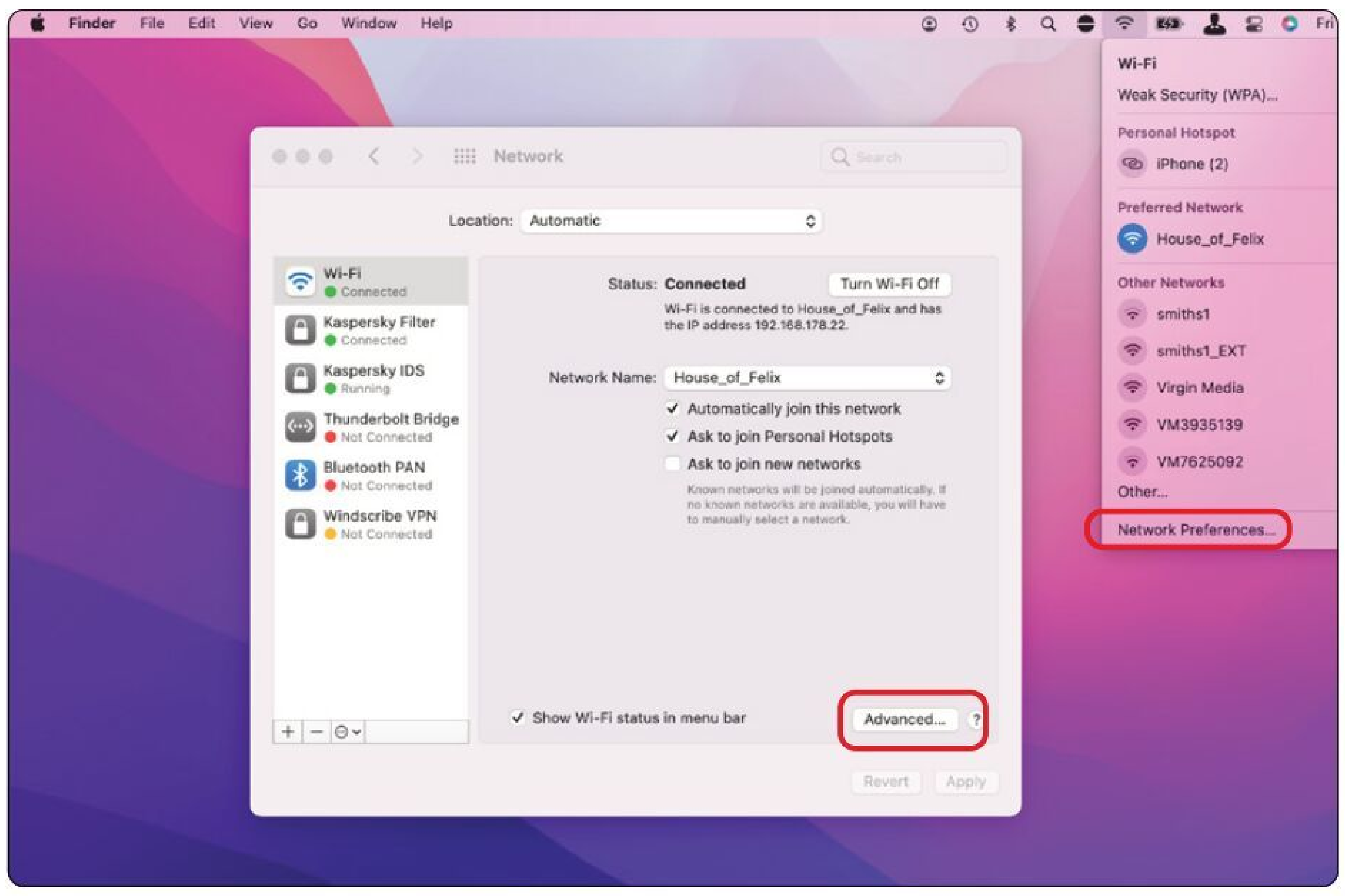
☐ Show password
☑ Remember this network

**3** If a password is required (it probably is), a window appears. Enter the password here. If you're setting up at home, the password is probably supplied with your router. Your Mac then joins the network, and remembers it so you don't have to add the password every time you go online.

## Using Public Wi-Fi.

Some high street locations such as libraries, bars and restaurants offer free Wi-Fi to their customers. There are many different ways you can access public Wi-Fi. Some locations may have an unsecured connection, some require you to ask for their Wi-Fi password, and for others you have to register via their pop-up website; just open Safari while in such a Wi-Fi zone and then follow the on-screen instructions that appear when your Mac connects to the network.

# Configuring Your Wi-Fi


Finder
File
Edit
View
Go
Window
Help
Wi-Fi
Weak Security (WPA)...
Personal Hotspot
iPhone (2)
Preferred Network
House_of_Felix
Other Networks
smiths1
smiths1_EXT
Virgin Media
VM3935139
VM7625092
Other...
Network Preferences...
Network
Search
Wi-Fi
Kaspersky Filter
Kaspersky IDS
Thunderbolt Bridge
Bluetooth PAN
Windscribe VPN
Turn Wi-Fi Off
Advanced...
Revert
Apply

Location: Automatic

Wi-Fi: Connected
Kaspersky Filter: Connected
Kaspersky IDS: Running
Thunderbolt Bridge: Not Connected
Bluetooth PAN: Not Connected
Windscribe VPN: Not Connected

Status: **Connected**

Wi-Fi is connected to House_of_Felix and has the IP address 192.168.178.22.

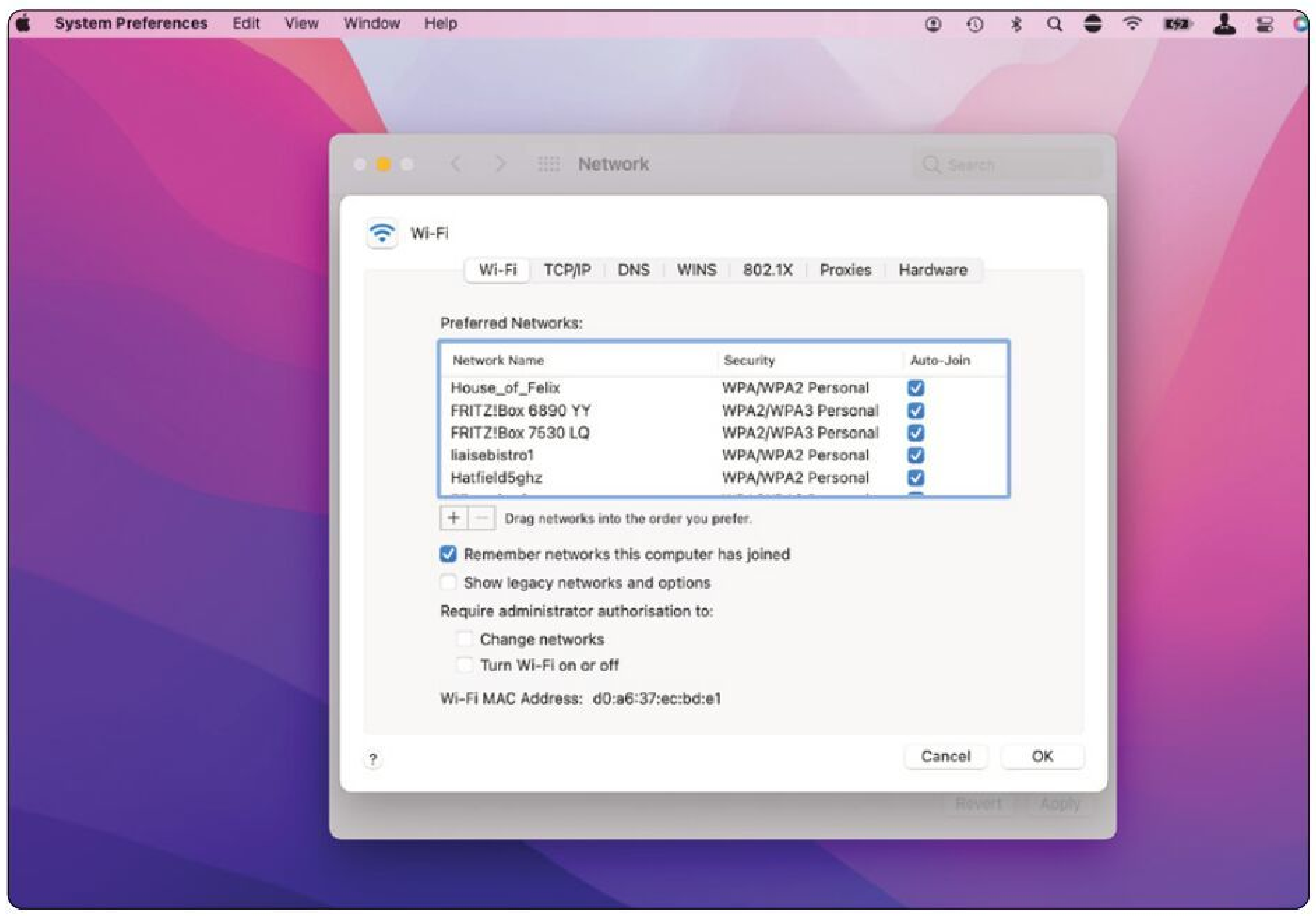
Network Name: House_of_Felix

☑ Automatically join this network
☑ Ask to join Personal Hotspots
☐ Ask to join new networks

Known networks will be joined automatically. If no known networks are available, you will have to manually select a network.

☑ Show Wi-Fi status in menu bar

**1** Click on the Wi-Fi icon in the top bar, and in the menu that is shown, click Network Preferences at the bottom. The System Preferences window appears, with Network Preferences already open. Click the Advanced button.


System Preferences
Edit
View
Window
Help
Network
Search
Wi-Fi
Wi-Fi
TCP/IP
DNS
WINS
802.1X
Proxies
Hardware
Cancel
OK
Revert
Apply

Preferred Networks:

| Network Name | Security | Auto-Join |
|---|---|---|
| House_of_Felix | WPA/WPA2 Personal | ☑ |
| FRITZ!Box 6890 YY | WPA2/WPA3 Personal | ☑ |
| FRITZ!Box 7530 LQ | WPA2/WPA3 Personal | ☑ |
| liaisebistro1 | WPA/WPA2 Personal | ☑ |
| Hatfield5ghz | WPA/WPA2 Personal | ☑ |

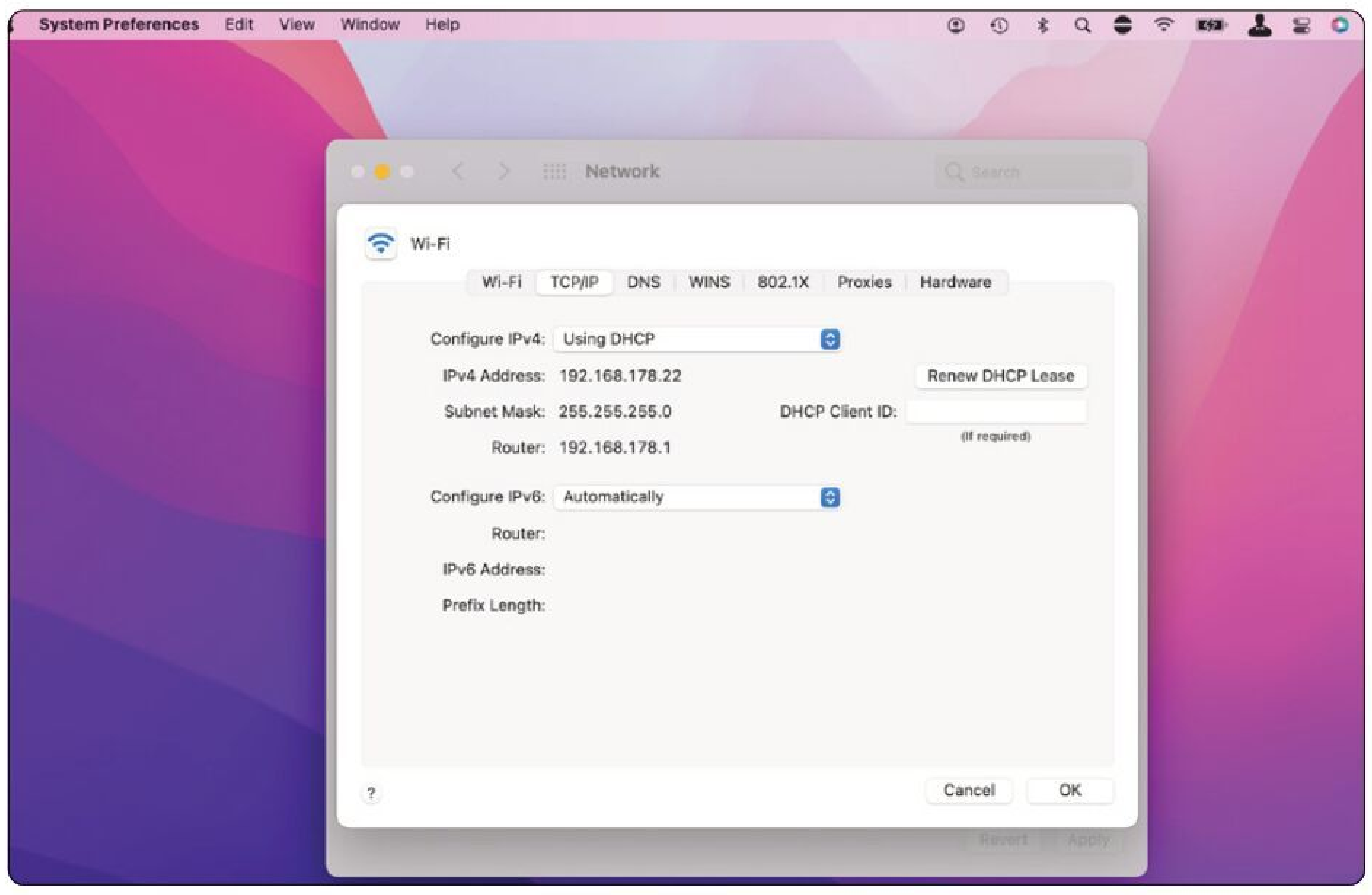
Drag networks into the order you prefer.

☑ Remember networks this computer has joined
☐ Show legacy networks and options

Require administrator authorisation to:
☐ Change networks
☐ Turn Wi-Fi on or off

Wi-Fi MAC Address: d0:a6:37:ec:bd:e1

**2** You can see a list of all the Wi-Fi networks your Mac has connected to, in order of preference. Where two networks are available, the higher one is used. If you want to change this order, simply drag and drop them.


System Preferences
Edit
View
Window
Help
Network
Search
Wi-Fi
Wi-Fi
TCP/IP
DNS
WINS
802.1X
Proxies
Hardware
Renew DHCP Lease
Cancel
OK
Revert
Apply

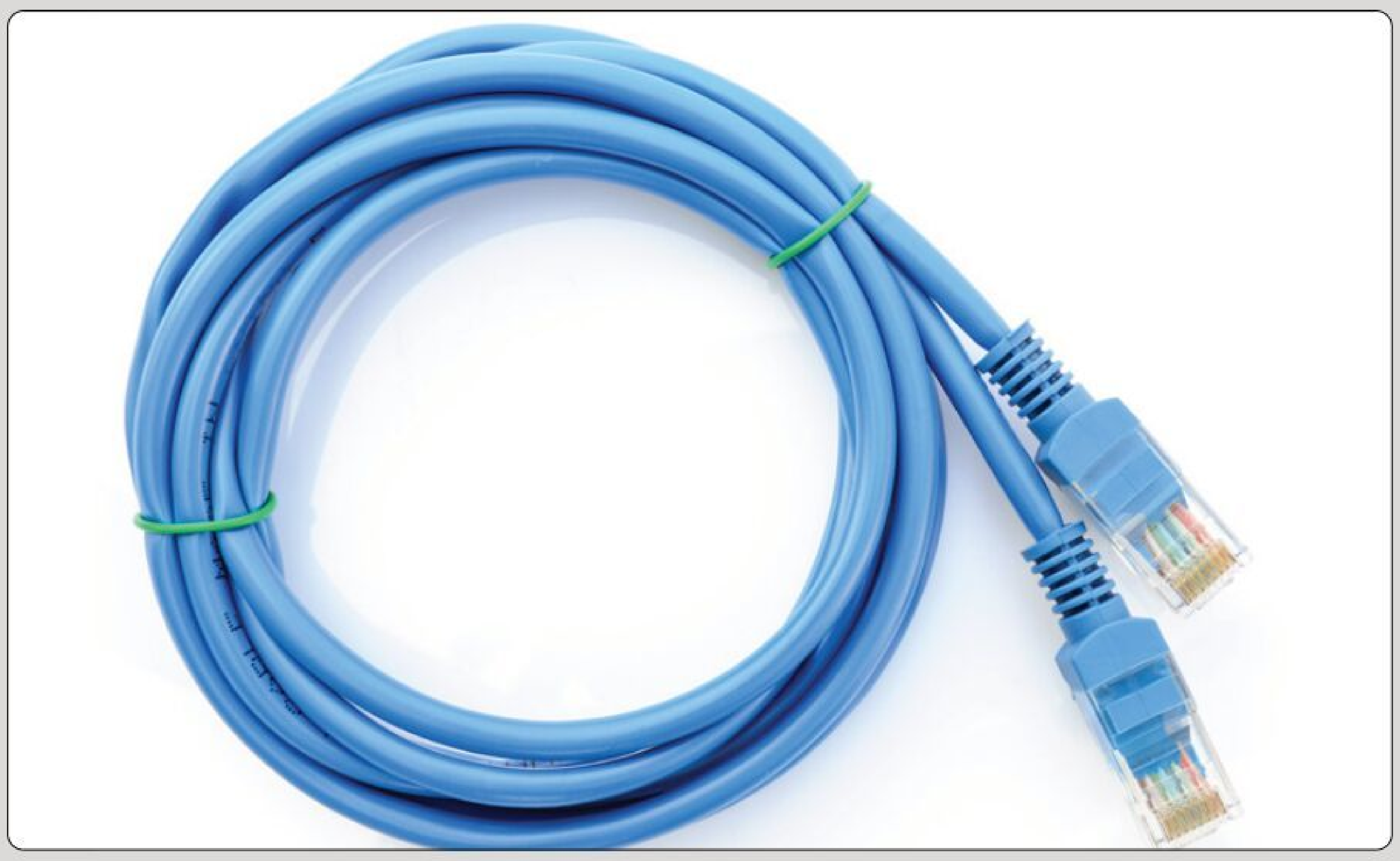
Configure IPv4: Using DHCP
IPv4 Address: 192.168.178.22
Subnet Mask: 255.255.255.0
Router: 192.168.178.1
DHCP Client ID: (If required)

Configure IPv6: Automatically
Router:
IPv6 Address:
Prefix Length:

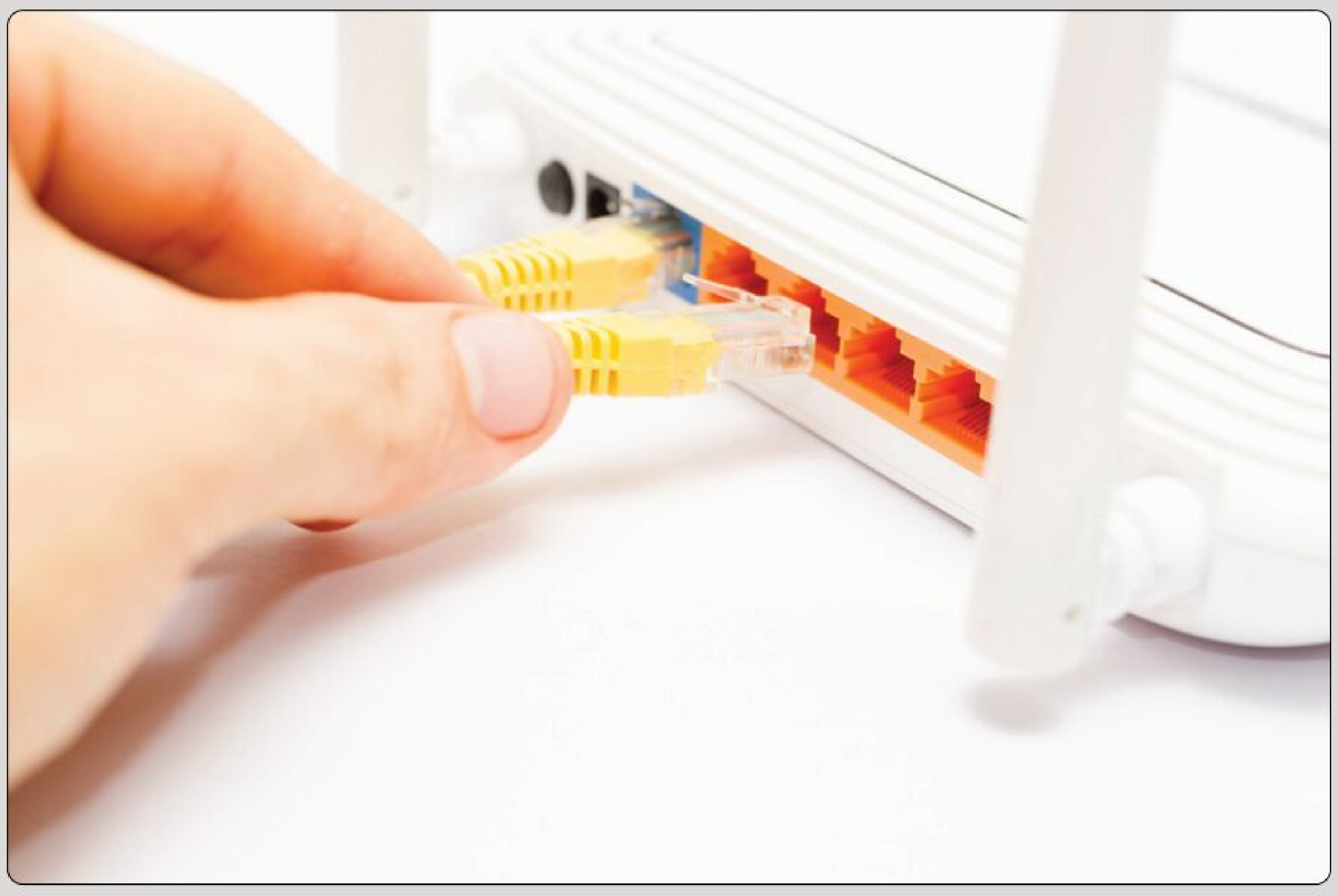
**3** In the TCP/IP tab, you're able to see what IP address your Wi-Fi router has allocated to your Mac; handy if you ever need to connect remotely from another computer. You can also edit these settings and create your own, static IP address.

# Going Online with Ethernet.

If you prefer the stability and speed offered by a cabled, Ethernet connection, here's how to set this up.



Once you've set up your router according to the instructions supplied with the device, getting online using Ethernet is relatively easy. First of all, you need a cable that looks like this. There should be at least one supplied with your router.



Plug one end of the cable into your Mac and the other end into one of the router's Ethernet ports: it doesn't matter which one. If your Mac doesn't have an Ethernet port, you need an adapter. You can get one online or from an Apple Store.

If your router isn't close enough to your Mac to support a cabled connection, consider using Home Plug AV instead. This uses your household electrical wiring to send data. Ask at your local computer store about a Home Plug AV starter kit. There are many different brands of HomePlug AV devices to choose from, and as HomePlug AV is an industry standard, they're all compatible with each other.

# Monterey's Menus
# A Key Mac Feature

Whether it's a pull-down menu accessed by clicking on the top bar of your desktop or a contextual menu found by right-clicking or ctrl-clicking on a file or folder, you need to know how to use your menus if you are to get the most out of your Mac and Monterey. Here's a guide to your Mac's menus.

## The Apple Menu

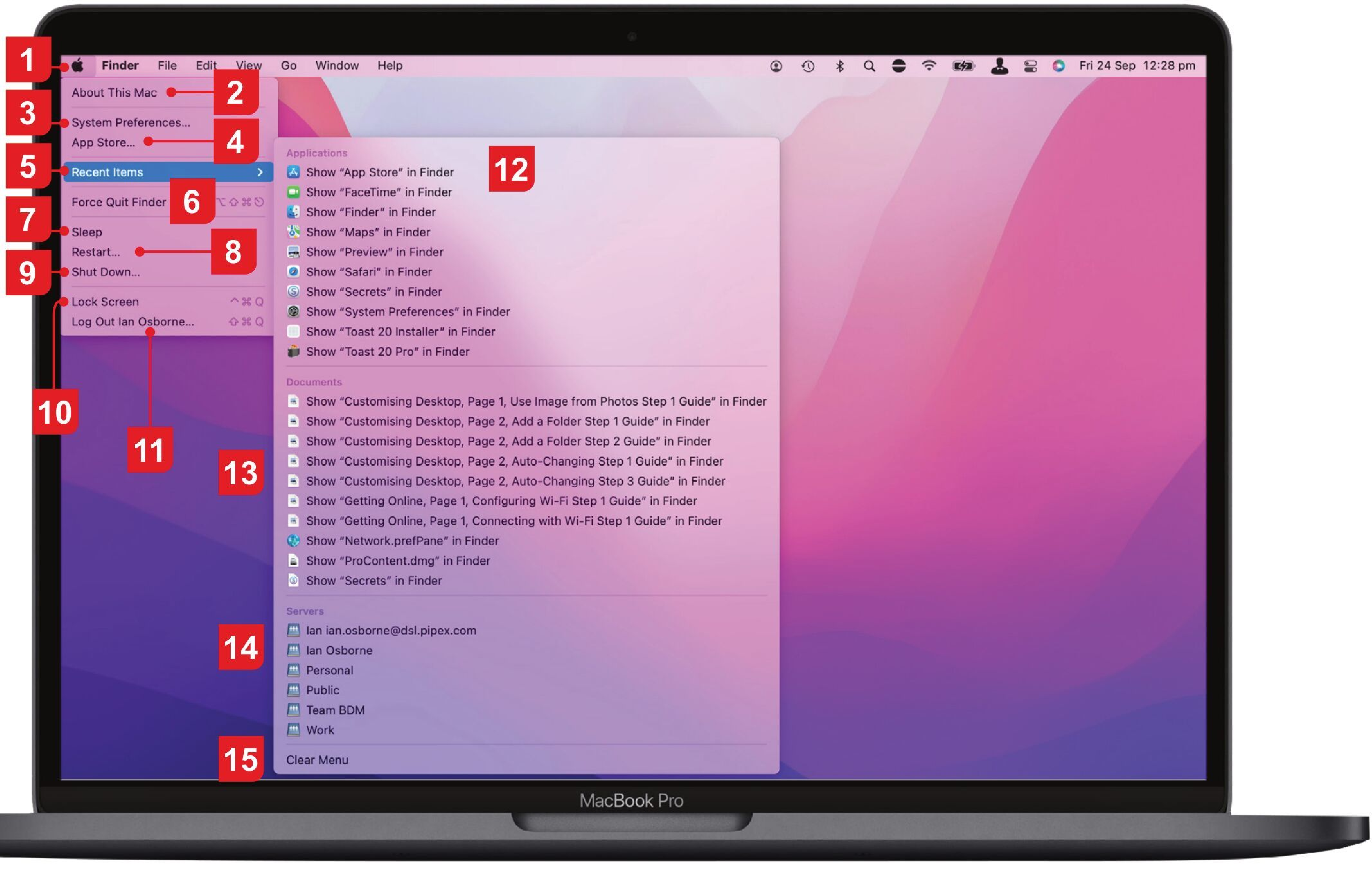
**1** The Apple menu is found in the top left corner of the desktop. To open it, click on the Apple icon once, then choose an option. It's always there, whatever it is that you're doing on your Mac.

**2** About This Mac shows you technical information about your computer. Tabs at the top of this window let you delve further, looking at its Display, Storage and more; you can get a full report by clicking the System Report button.

**3** The System Preferences option opens the Mac's System Preferences, which we discuss later in this book.

**4** This option opens the App Store. If updates are available for your Mac or any of its apps.

**5** Hover your pointer over the Recent Items option to see the sub-menu showing apps, documents and servers you've recently used.


1
Finder
File
Edit
View
Go
Window
Help
Fri 24 Sep 12:28 pm
About This Mac
2
3
System Preferences...
App Store...
4
5
Recent Items
Force Quit Finder
6
⌥⇧⌘⎋
7
Sleep
Restart...
8
9
Shut Down...
Lock Screen ^⌘Q
Log Out Ian Osborne... ⇧⌘Q
10
11
12
Applications
Show "App Store" in Finder
Show "FaceTime" in Finder
Show "Finder" in Finder
Show "Maps" in Finder
Show "Preview" in Finder
Show "Safari" in Finder
Show "Secrets" in Finder
Show "System Preferences" in Finder
Show "Toast 20 Installer" in Finder
Show "Toast 20 Pro" in Finder
13
Documents
Show "Customising Desktop, Page 1, Use Image from Photos Step 1 Guide" in Finder
Show "Customising Desktop, Page 2, Add a Folder Step 1 Guide" in Finder
Show "Customising Desktop, Page 2, Add a Folder Step 2 Guide" in Finder
Show "Customising Desktop, Page 2, Auto-Changing Step 1 Guide" in Finder
Show "Customising Desktop, Page 2, Auto-Changing Step 3 Guide" in Finder
Show "Getting Online, Page 1, Configuring Wi-Fi Step 1 Guide" in Finder
Show "Getting Online, Page 1, Connecting with Wi-Fi Step 1 Guide" in Finder
Show "Network.prefPane" in Finder
Show "ProContent.dmg" in Finder
Show "Secrets" in Finder
14
Servers
Ian ian.osborne@dsl.pipex.com
Ian Osborne
Personal
Public
Team BDM
Work
15
Clear Menu
MacBook Pro

**6** Click here for the Force Quit window. This window lists all currently open applications and notes if any of them are unresponsive, that is, they've crashed. You can force a crashed app to quit from here.

**7** Click here to put your Mac into Sleep Mode. This saves energy and password-protects your Mac while you're away from your keyboard for any time.

**8** Click here to restart your Mac. This is useful if you've installed new software or your Mac isn't behaving as it should.

**9** Click to shut down your Mac, that is, switch it off.

**10** Lock screen brings up your password screen. You have to enter your password to continue to use your Mac. It's useful if you're leaving your Mac for a while.

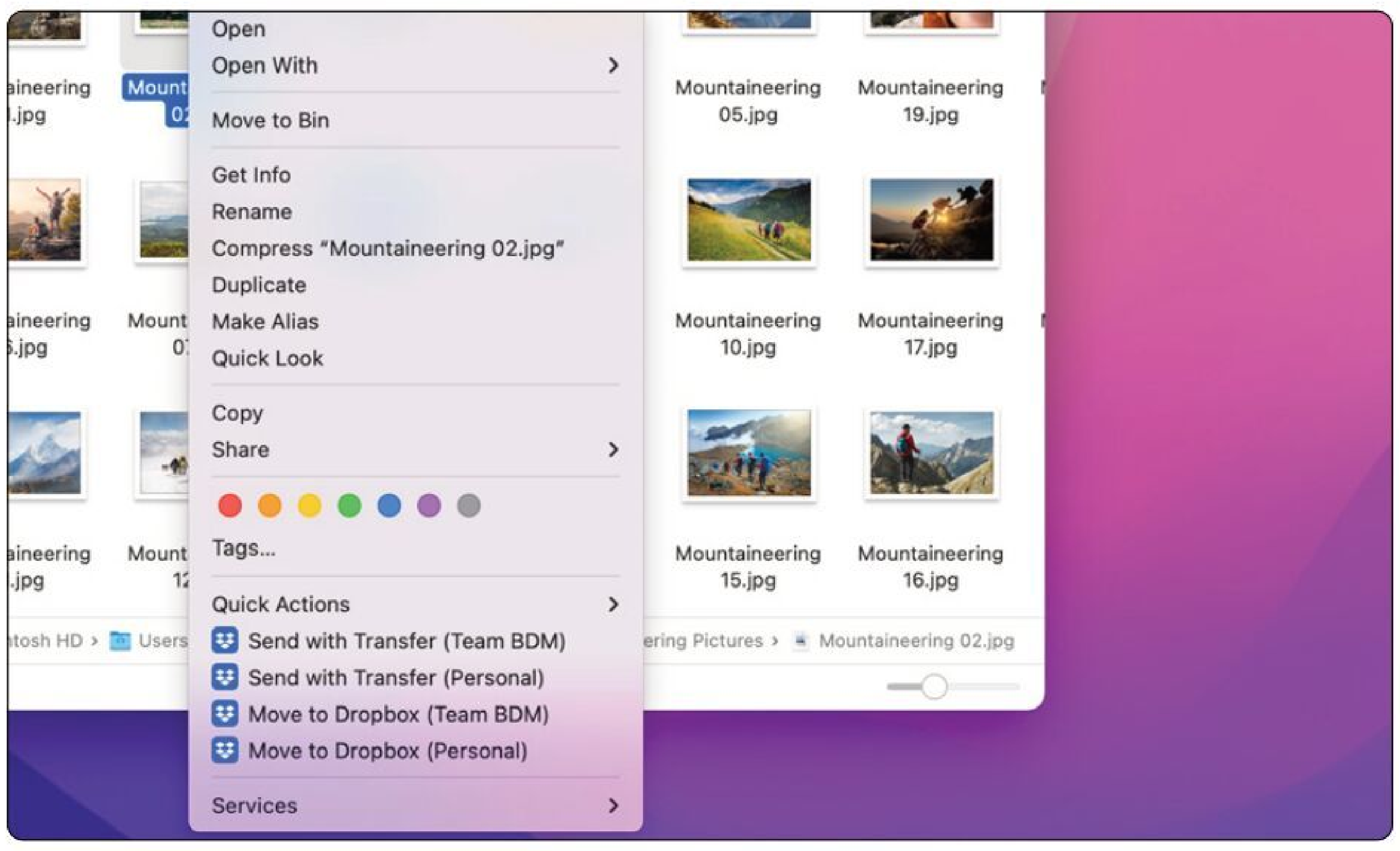
**11** Click here to log yourself out but not shut down your Mac. This is useful if you have more than one user account on your Mac. You can then log out so another user can log in.

**12** By hovering over the Recent Items option, you get this sub-menu. This is a list of the applications you've recently used. Click on one of them to open it again rather than use the Dock.

**13** These are the documents you've recently used. If you need to open one again, this menu is a quick and easy way to do so.

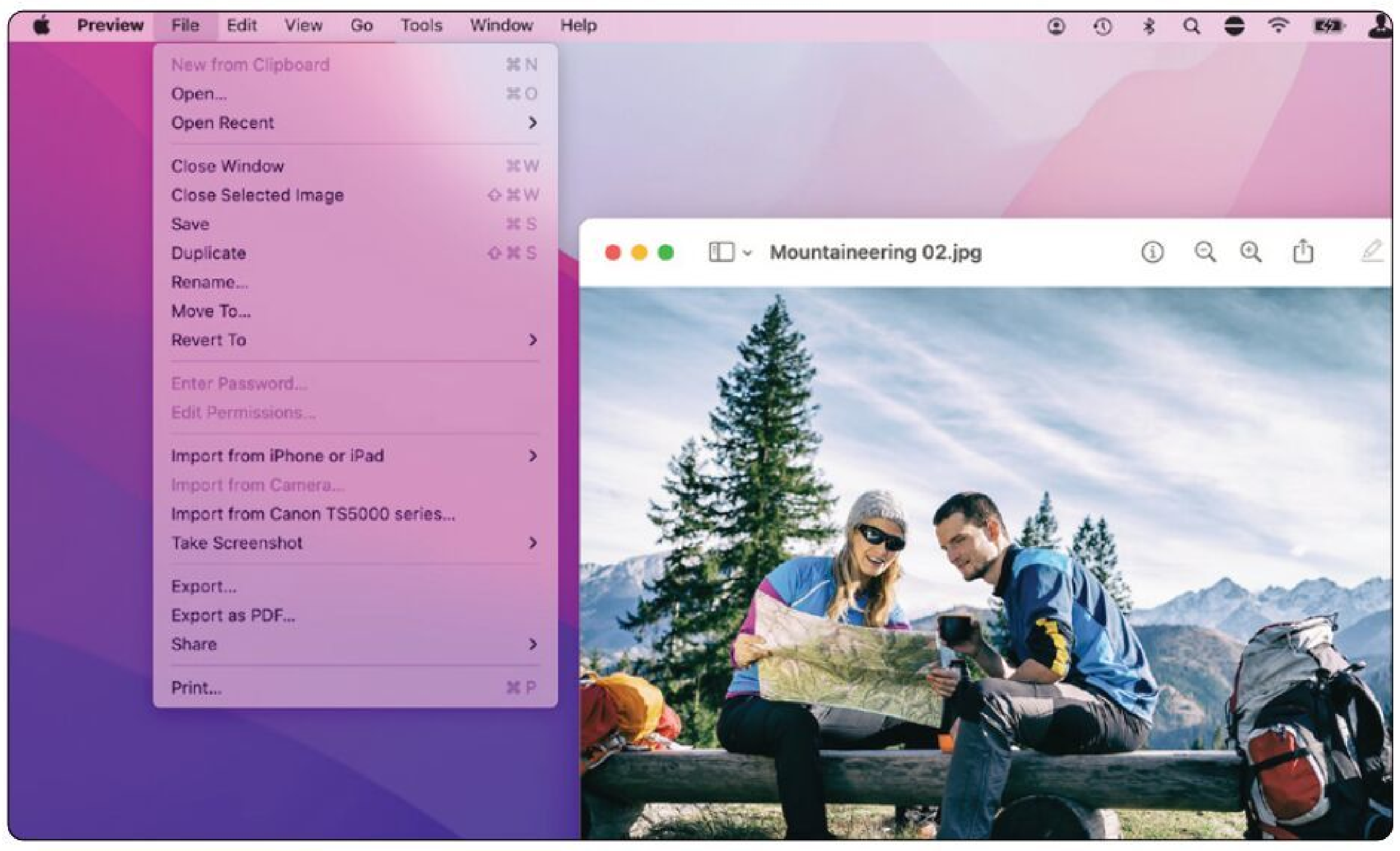
**14** Servers you've recently accessed on your wireless or Ethernet network appear here. To open one again, simply click on it.

**15** Click here to completely clear the entire Recent Items sub-menu.


Open
Open With
Move to Bin
Get Info
Rename
Compress "Mountaineering 02.jpg"
Duplicate
Make Alias
Quick Look
Copy
Share
Tags...
Quick Actions
Send with Transfer (Team BDM)
Send with Transfer (Personal)
Move to Dropbox (Team BDM)
Move to Dropbox (Personal)
Services
Mountaineering 05.jpg
Mountaineering 19.jpg
Mountaineering 10.jpg
Mountaineering 17.jpg
Mountaineering 15.jpg
Mountaineering 16.jpg

## Contextual Menu

Files and folders have a Contextual Menu that you can access by right-clicking or ctrl-clicking on the item, or clicking with two fingers on a trackpad. This menu gives a range of options, which change according to what it was you clicked on. There's usually a Share and a Move to Bin option in there, and the Get Info option brings up an information window.

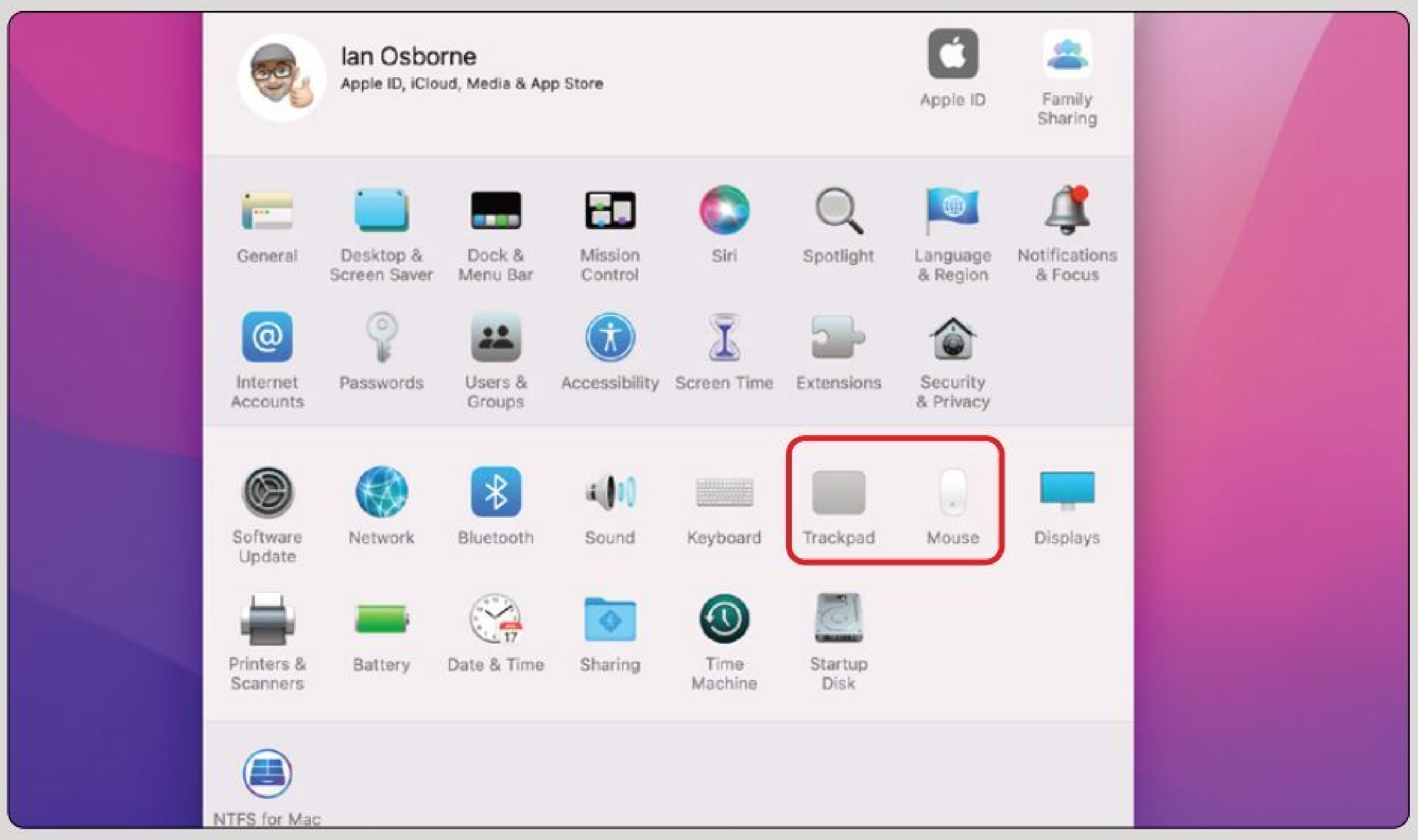

Preview
File
Edit
View
Go
Tools
Window
Help
New from Clipboard
Open...
Open Recent
Close Window
Close Selected Image
Save
Duplicate
Rename...
Move To...
Revert To
Enter Password...
Edit Permissions...
Import from iPhone or iPad
Import from Camera...
Import from Canon TS5000 series...
Take Screenshot
Export...
Export as PDF...
Share
Print...
Mountaineering 02.jpg

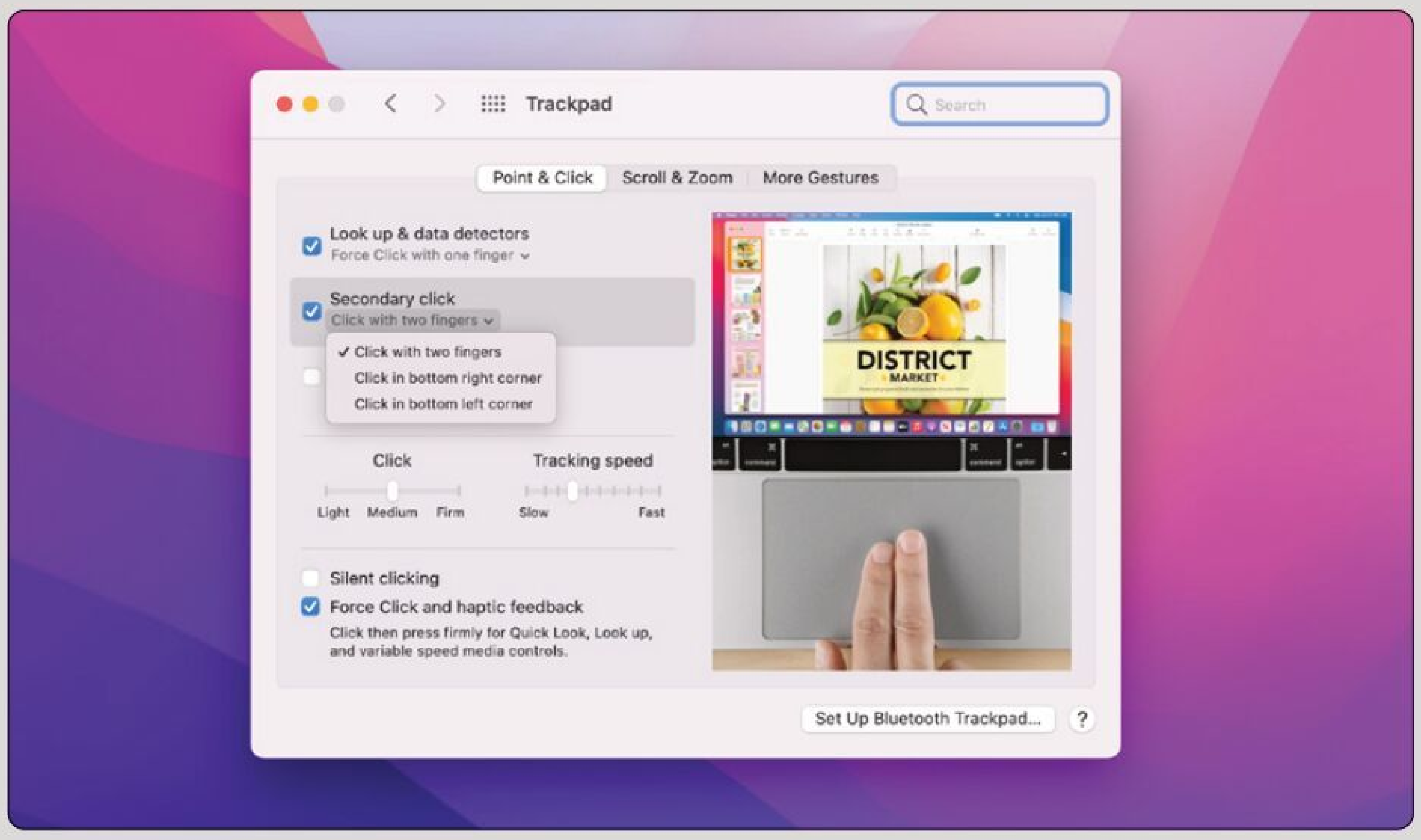
## Application Menus

Each application has its own unique set of menus located next to the Apple menu. They will change when an application is active and will revert back to the Finder menu when no apps are active. Each is clearly labelled to make it easier. We'll add specific details for application menus when we look into the applications themselves later.

# Right-clicking and ctrl-clicking.

Mac mice and trackpads only have one button, so how do you make a right-click? It's actually easier than you think.


Ian Osborne
Apple ID, iCloud, Media & App Store
Apple ID
Family Sharing
General
Desktop & Screen Saver
Dock & Menu Bar
Mission Control
Siri
Spotlight
Language & Region
Notifications & Focus
Internet Accounts
Passwords
Users & Groups
Accessibility
Screen Time
Extensions
Security & Privacy
Software Update
Network
Bluetooth
Sound
Keyboard
Trackpad
Mouse
Displays
Printers & Scanners
Battery
Date & Time
Sharing
Time Machine
Startup Disk
NTFS for Mac


Trackpad
Search
Point & Click
Scroll & Zoom
More Gestures
Look up & data detectors
Force Click with one finger
Secondary click
Click with two fingers
Click in bottom right corner
Click in bottom left corner
Click
Light
Medium
Firm
Tracking speed
Slow
Fast
Silent clicking
Force Click and haptic feedback
Click then press firmly for Quick Look, Look up, and variable speed media controls.
Set Up Bluetooth Trackpad...
DISTRICT MARKET

**1** Your Magic Mouse or Trackpad doesn't have two buttons, but you can still secondary-click by holding the Control (ctrl) key and clicking your mouse or trackpad. Alternatively, enable right-clicking. Go to Apple menu > System Preferences > Mouse/Trackpad, depending on which you're using.

**2** Click the checkbox for Secondary Click. There are also a few other options here such as click weighting. With Secondary Click activated, clicking on the right side of a Magic Mouse or with two fingers on a Magic Trackpad is the equivalent of right-clicking on a two button mouse.

# Using Finder
## Files, Folders & Apps

Finder is the main app that underpins everything you do in macOS, so it's worth taking the time to discover its features and functions. On these pages you'll see how Finder works and how you can use the Finder window; including its navigation controls, viewing tabs and more, to get the most from it.

1 **Window Control Options:** Use the gumdrops to close or minimise the window or open it in full-screen mode. We'll cover this on the next page.

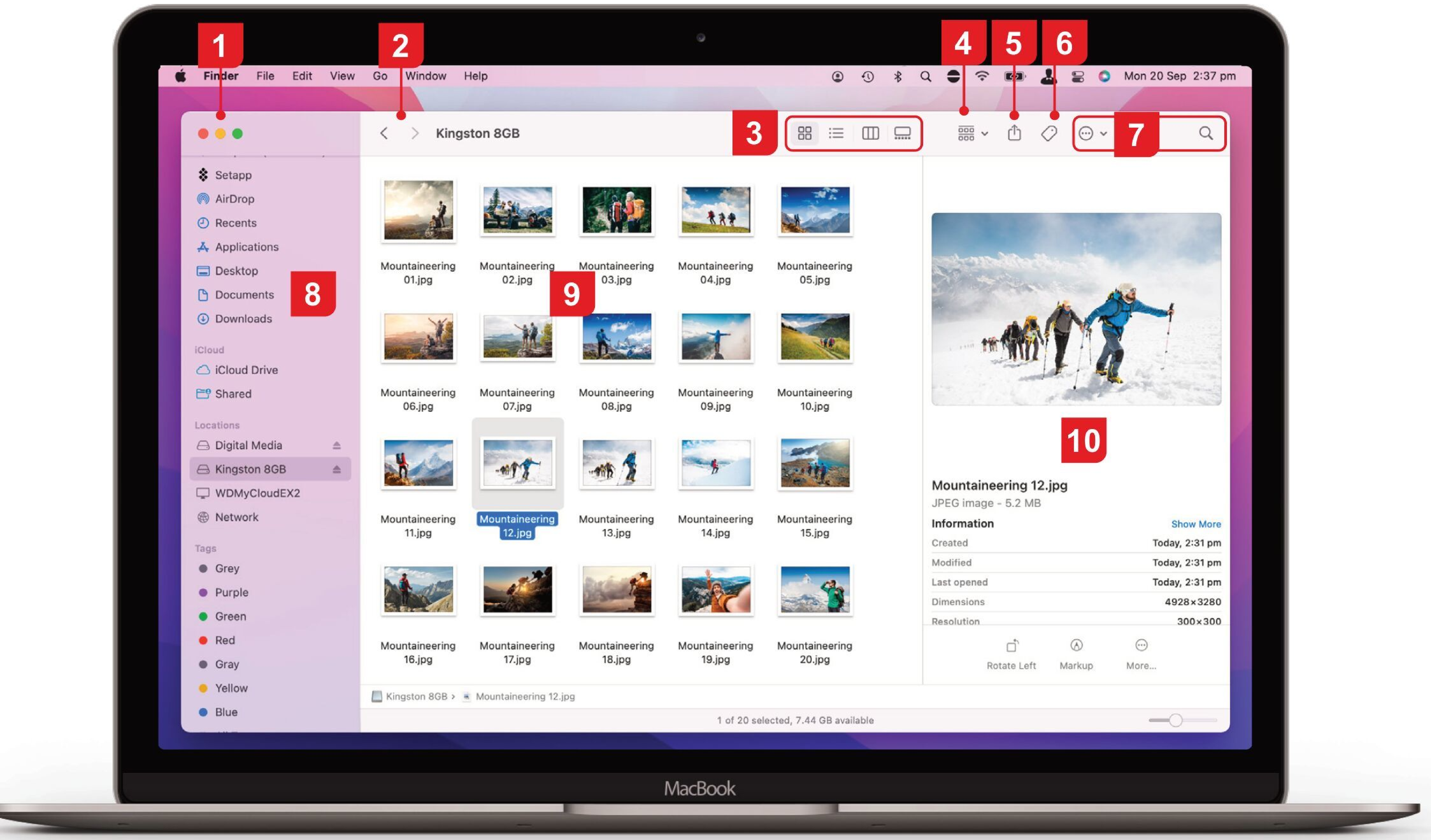
2 **Navigation Controls:** The chevron buttons in the top left corner of the window take you forwards or backwards through your navigation history.

3 **View Options:** These four buttons let you set-up how you view the files and folders in the Finder window; whether as icons, a list, in columns or as a cover flow which gives you a much larger visual preview.

4 **Item Arrangement List:** Click on the button shown here to order the contents of the window; according to date, alphabetically and more.

5 **Share Button:** The Share button is found in many places throughout macOS. Here you can highlight a file or folder and click the button to send it by email, AirDrop etc.

6 **Tags Button:** You can tag a file or folder to make it easier to spot or group it with other documents and folders. An item can have more than one tag. Click on a tag in the sidebar to show items labelled with that particular tag.


1
2
4
5
6
Finder
File
Edit
View
Go
Window
Help
Mon 20 Sep 2:37 pm
Kingston 8GB
3
7
Setapp
AirDrop
Recents
Applications
Desktop
Documents
Downloads
8
iCloud
iCloud Drive
Shared
Locations
Digital Media
Kingston 8GB
WDMyCloudEX2
Network
Tags
Grey
Purple
Green
Red
Gray
Yellow
Blue
Mountaineering 01.jpg
Mountaineering 02.jpg
9
Mountaineering 03.jpg
Mountaineering 04.jpg
Mountaineering 05.jpg
Mountaineering 06.jpg
Mountaineering 07.jpg
Mountaineering 08.jpg
Mountaineering 09.jpg
Mountaineering 10.jpg
Mountaineering 11.jpg
Mountaineering 12.jpg
Mountaineering 13.jpg
Mountaineering 14.jpg
Mountaineering 15.jpg
Mountaineering 16.jpg
Mountaineering 17.jpg
Mountaineering 18.jpg
Mountaineering 19.jpg
Mountaineering 20.jpg
10
Show More
Rotate Left
Markup
More...
Kingston 8GB › Mountaineering 12.jpg
1 of 20 selected, 7.44 GB available
MacBook

Mountaineering 12.jpg
JPEG image - 5.2 MB
Information
Created Today, 2:31 pm
Modified Today, 2:31 pm
Last opened Today, 2:31 pm
Dimensions 4928×3280
Resolution 300×300

**7** **Perform Tasks and Search:** The Perform Tasks icon enables you to perform certain tasks within the folder or highlighted file, such as create a New Folder, Move to Bin, Duplicate and more. Next to this is the Search bar. If you're looking for a specific item, type its name or contents into the Search field and press Enter.

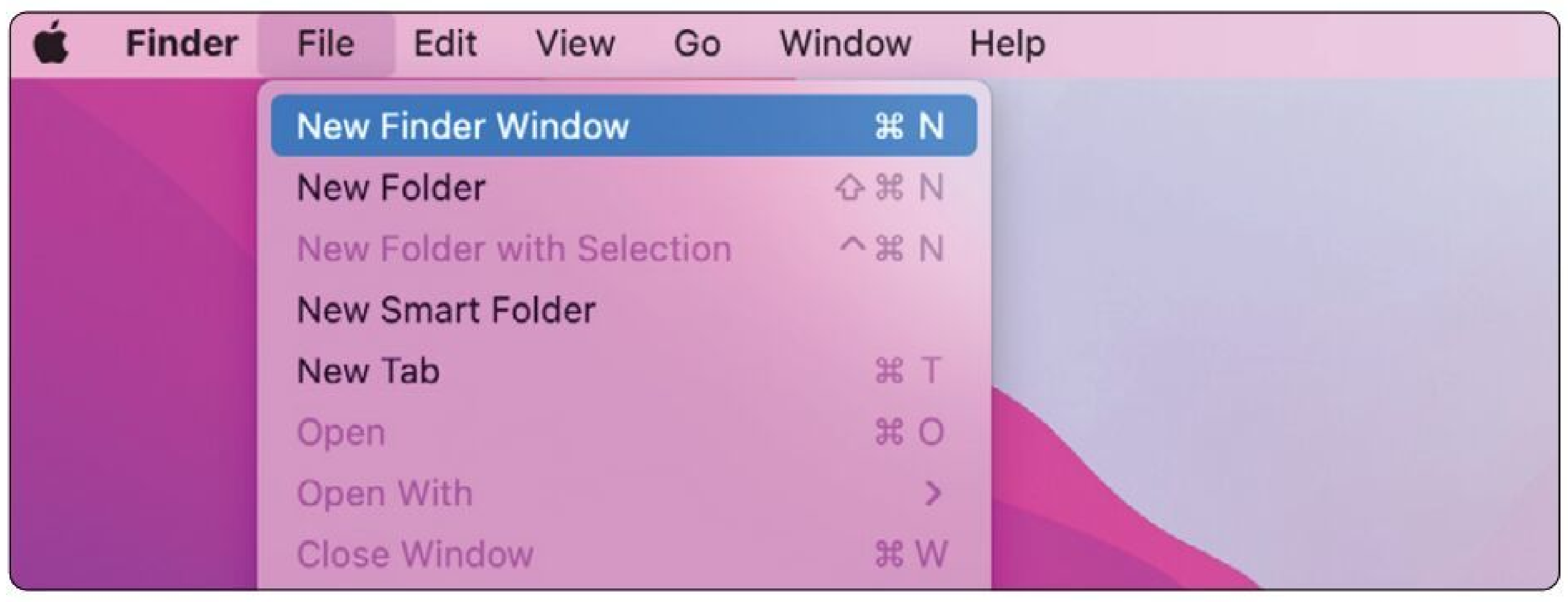
**8** **Sidebar:** There are various options on the Finder window's sidebar. You can open specific folders like Documents or Downloads, access external or network drives and more. To hide and show the sidebar, use the View menu to toggle it on or off or enter ctrl-cmd-S.

**9** **File/Folder View:** This shows the files and folders contained in the currently open folder. They're shown in the format chosen in the View Options (see feature number 3). Here, as you can see, we've gone for the icon view.

**10** **Preview:** This is a preview of the currently selected file in the main window. It shows the title, file size and various details about it. There are also options at the foot of the Preview sidebar, such as rotating or marking up a graphic or creating a PDF from a document. The preview sidebar is optional but useful; you can close it in the View menu or by pressing Shift-cmd-P.

## Displaying a Finder Window

There are several ways of opening a new Finder window on your Mac's desktop. Let's take a look at each in turn.



### Using Menus

Click a clear space on the desktop once, open the File menu and select New Finder Window. A window then appears.

### Shortcut Keys

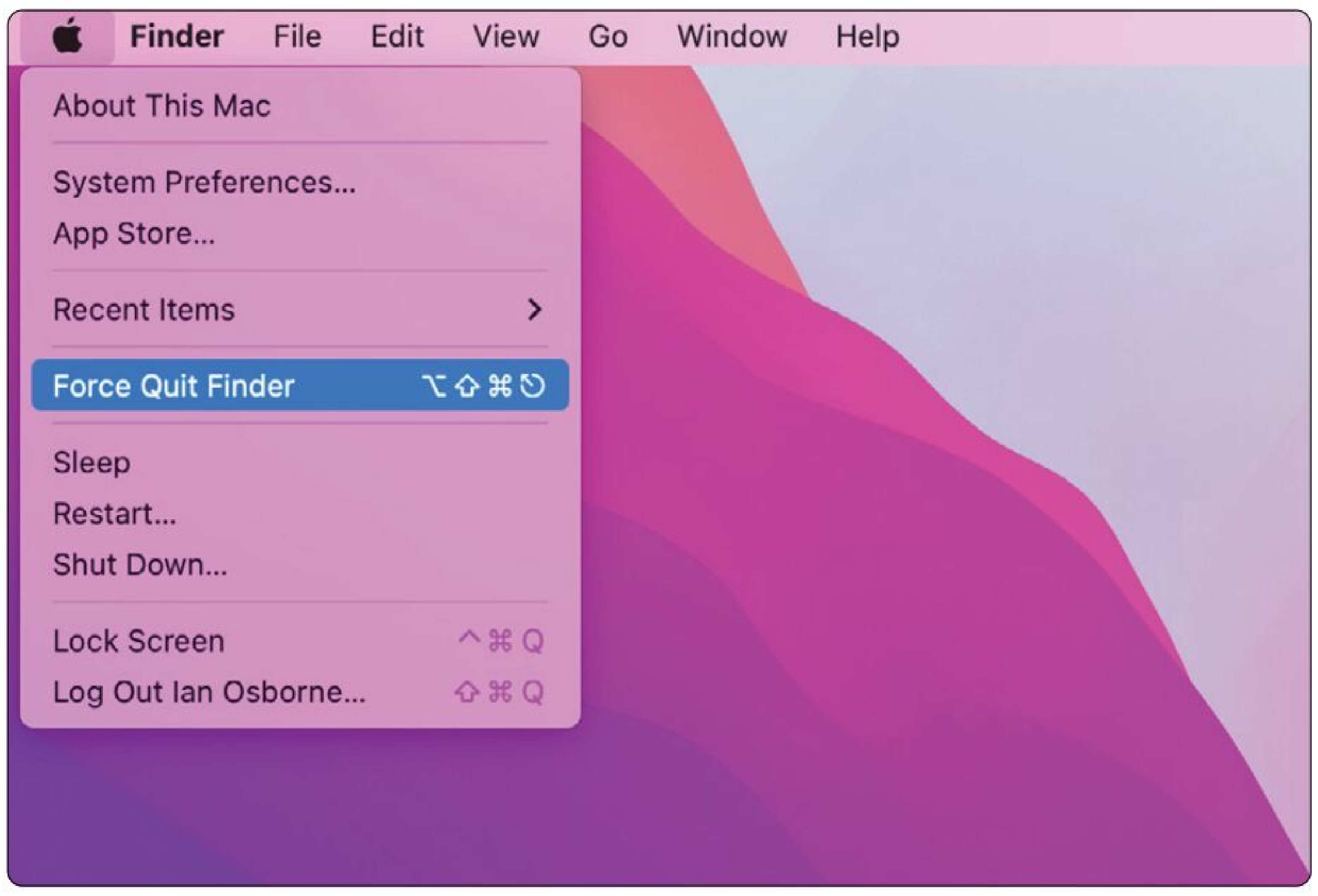
Click a clear space on the desktop once to make sure you're in Finder, then press cmd-N together. A new Finder window appears on the desktop.

### Using the Dock

If it isn't already displayed, move your mouse cursor to the bottom of the screen to open the Dock. Click the Finder Window to create a new window.

## How to Relaunch Finder

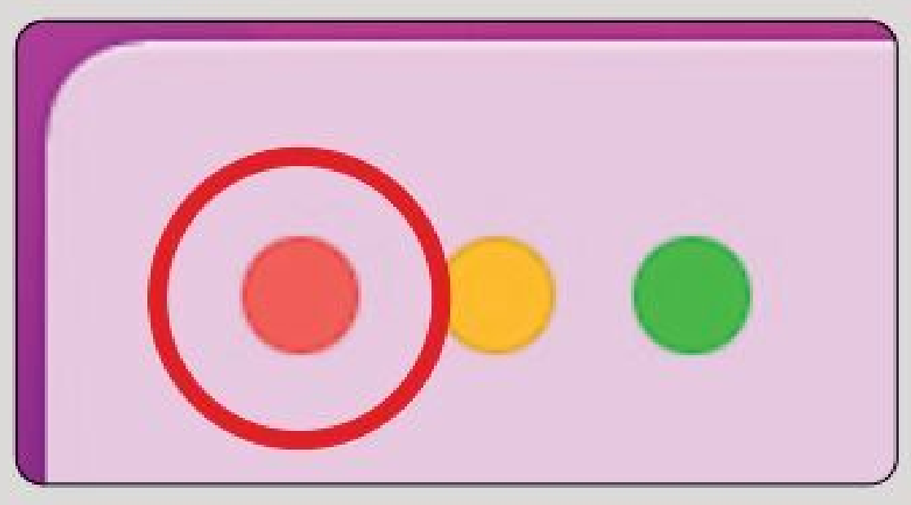
If the Finder has crashed or isn't behaving as it should, follow this tip to close it like a crashed app and relaunch it.



If the Finder crashes, you can relaunch it like you would with any other crashed app. The easiest way to do this is to click on the desktop to make sure you're in Finder, hold down the Shift key and click on the Apple menu. The Force Quit option has become Force Quit Finder. Incidentally, you can use this method to quit any running app. Just click on one of its windows to bring it to the fore, hold Shift and click on the Apple menu.

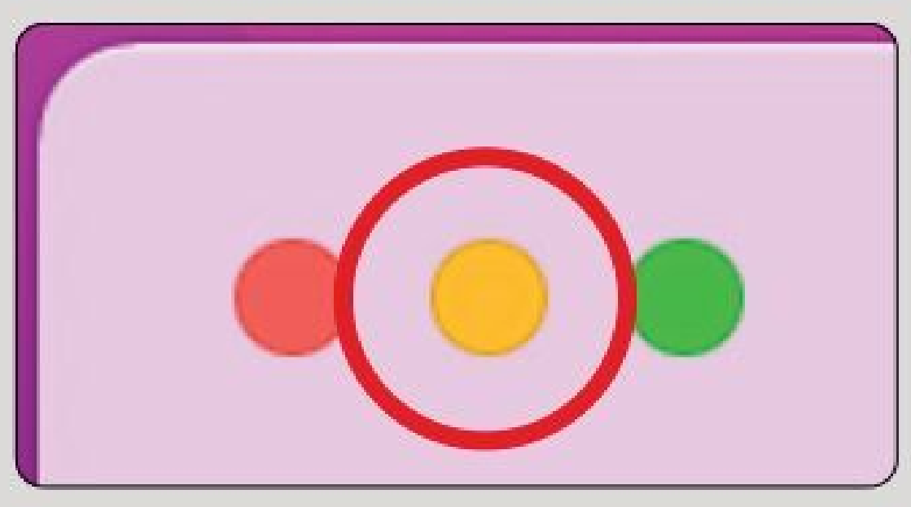
## Window Controls Options.

The coloured buttons, or gumdrops, are found in the top left corner. Hover over them and a symbol appears in each of them.



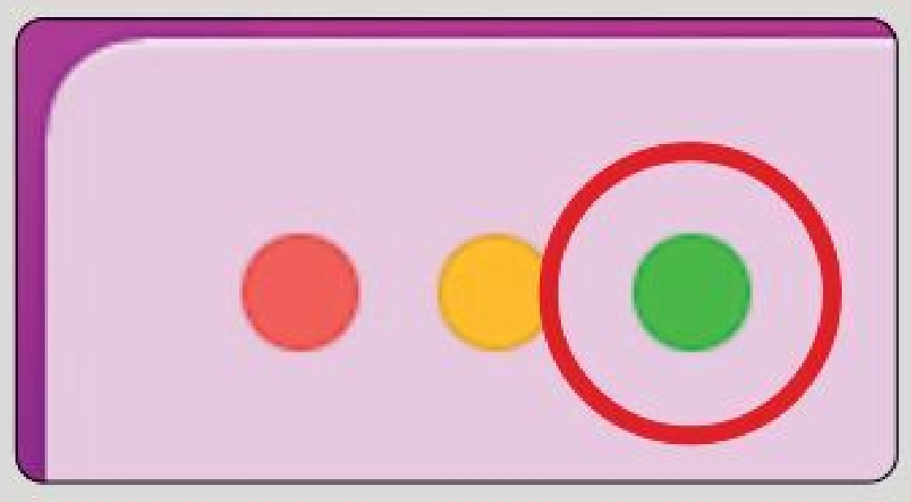
### Close

Click once on the red button containing a cross. This will work with the majority of windows and applications.



### Minimise

Click the orange button containing a '-' sign. Again this will work with almost all windows and apps.

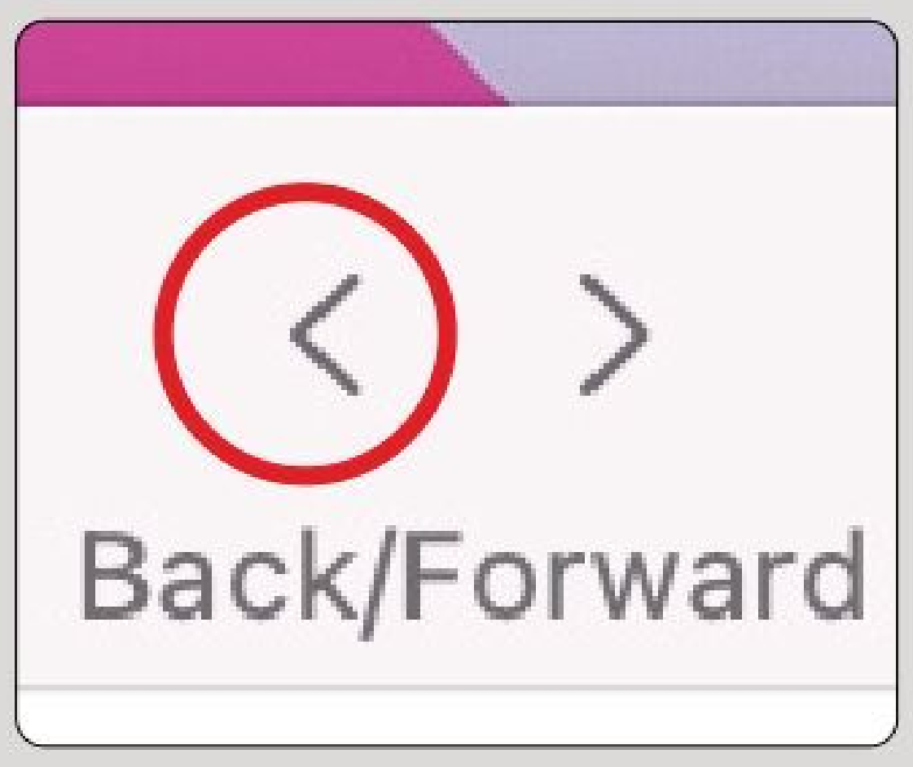


### Full Screen

Click the green button with two triangles. This will full-screen most windows.

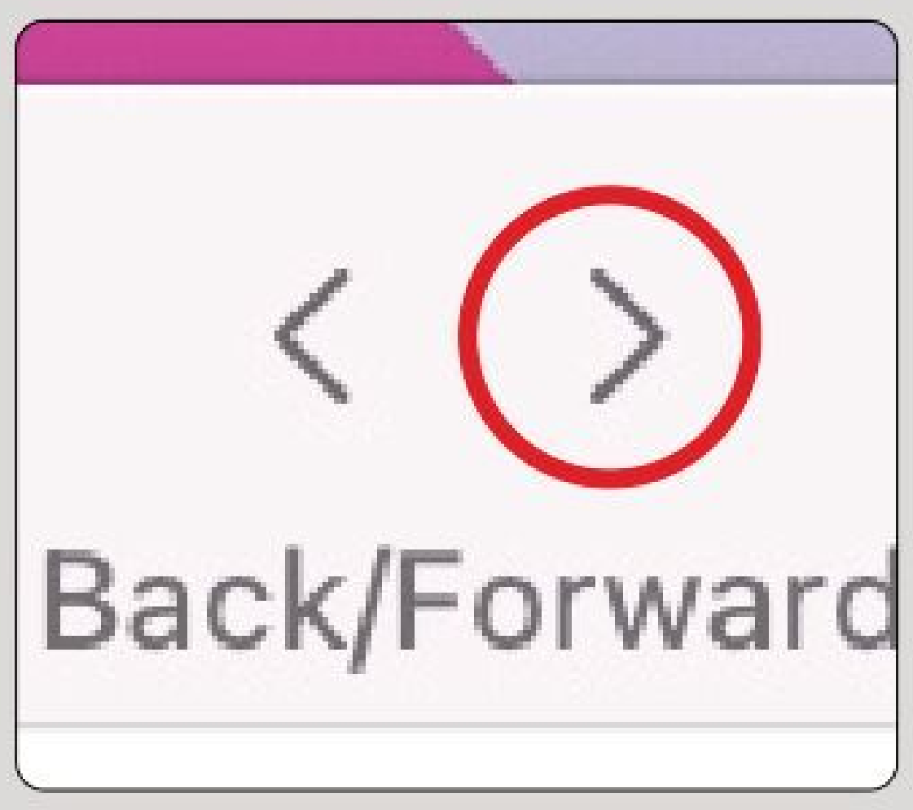
## Navigation Controls.

These simple controls allow you to retrace your steps backwards and forwards through Finder.



### Navigate to a Previous Page

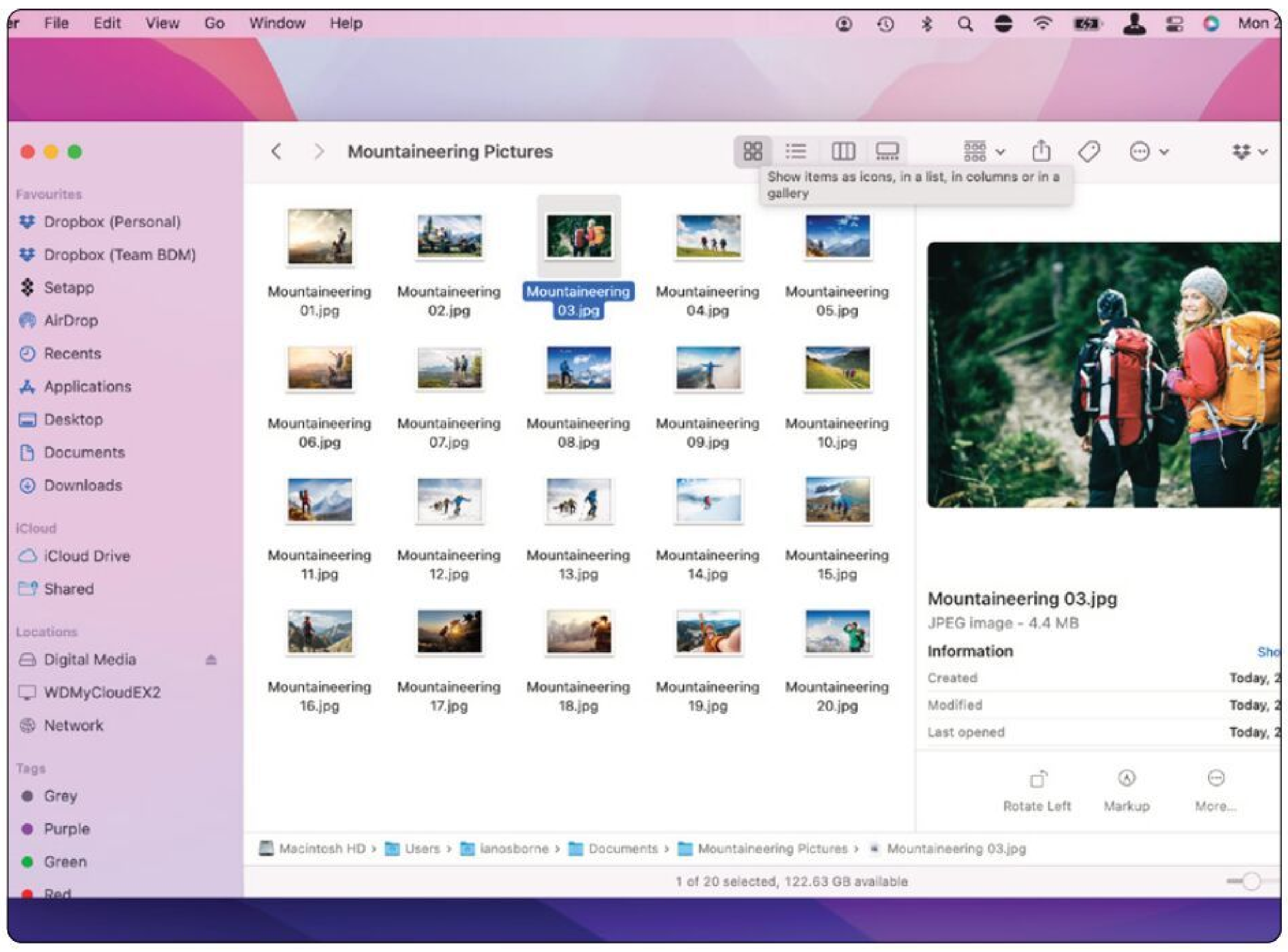
Click the left hand arrow. To continue stepping backwards, repeat step one as many times as necessary.



### Using the Forward Control

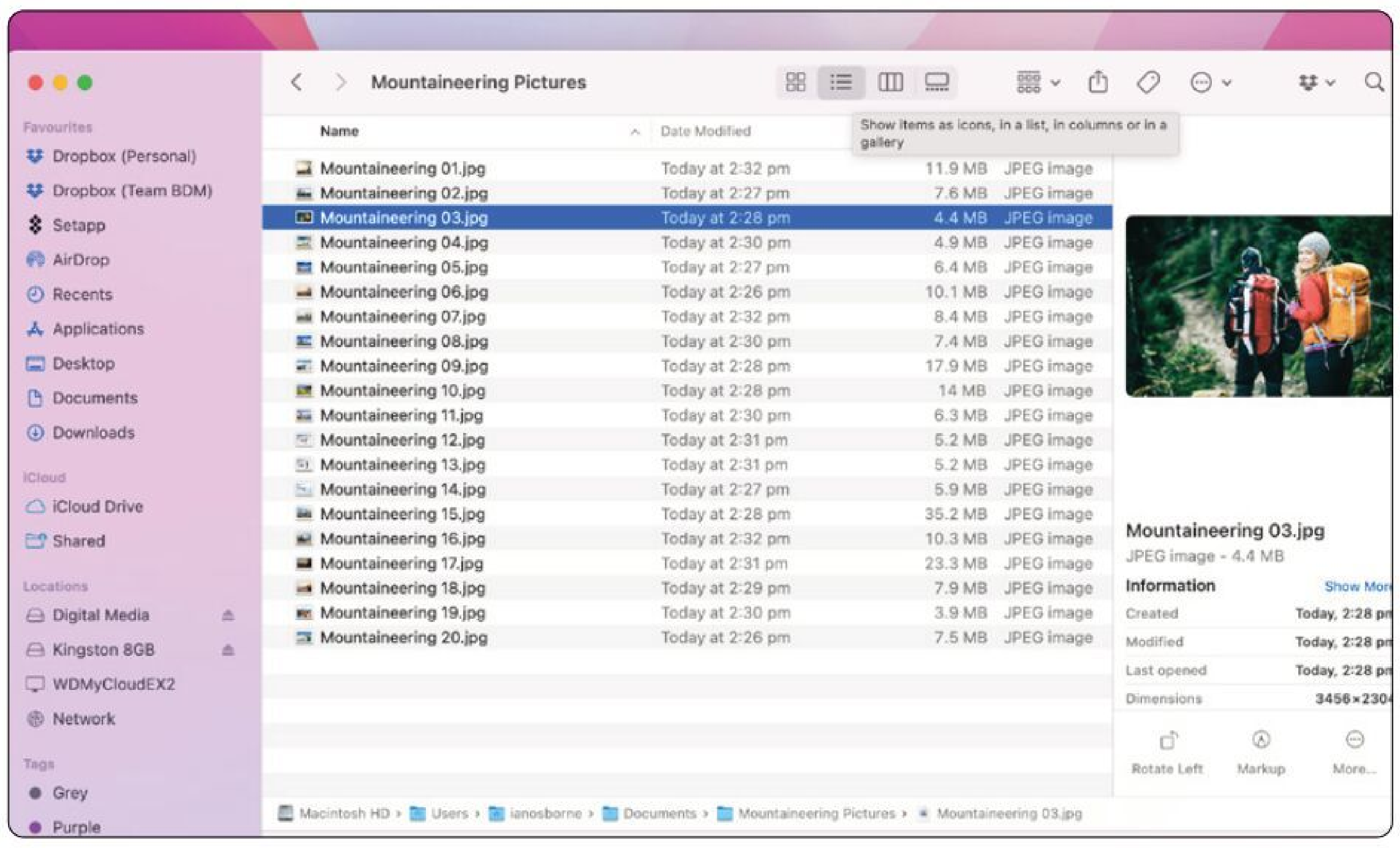
If you've moved to a previous page, this button offers step-by-step navigation to your original starting point. Simply click the right-hand arrow as many times as needed.

# View Options



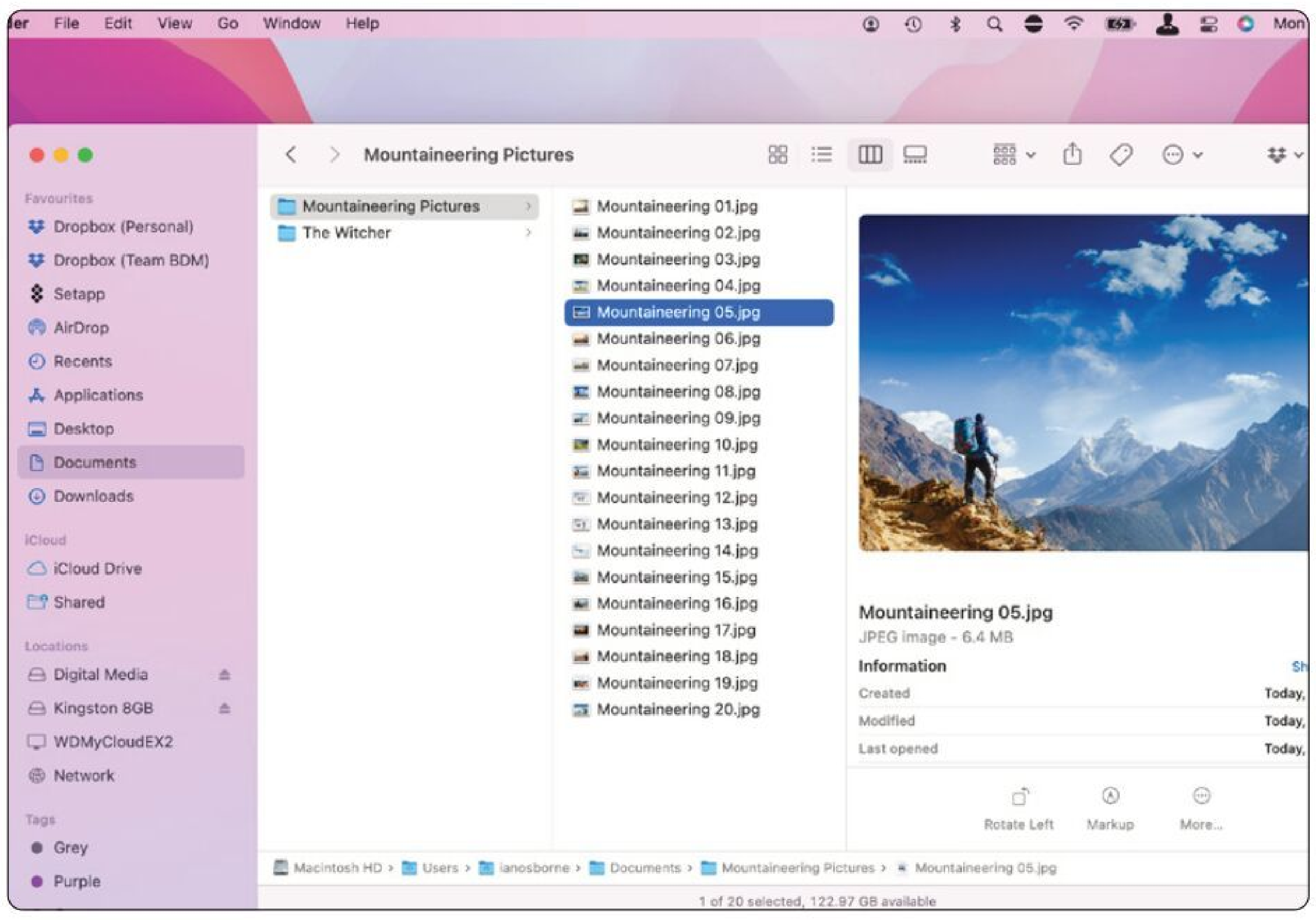
## View Window Contents as Icons

To display your files and folders as a collection of icons, first open a Finder window then click the first button on the toolbar, showing a group of four squares.



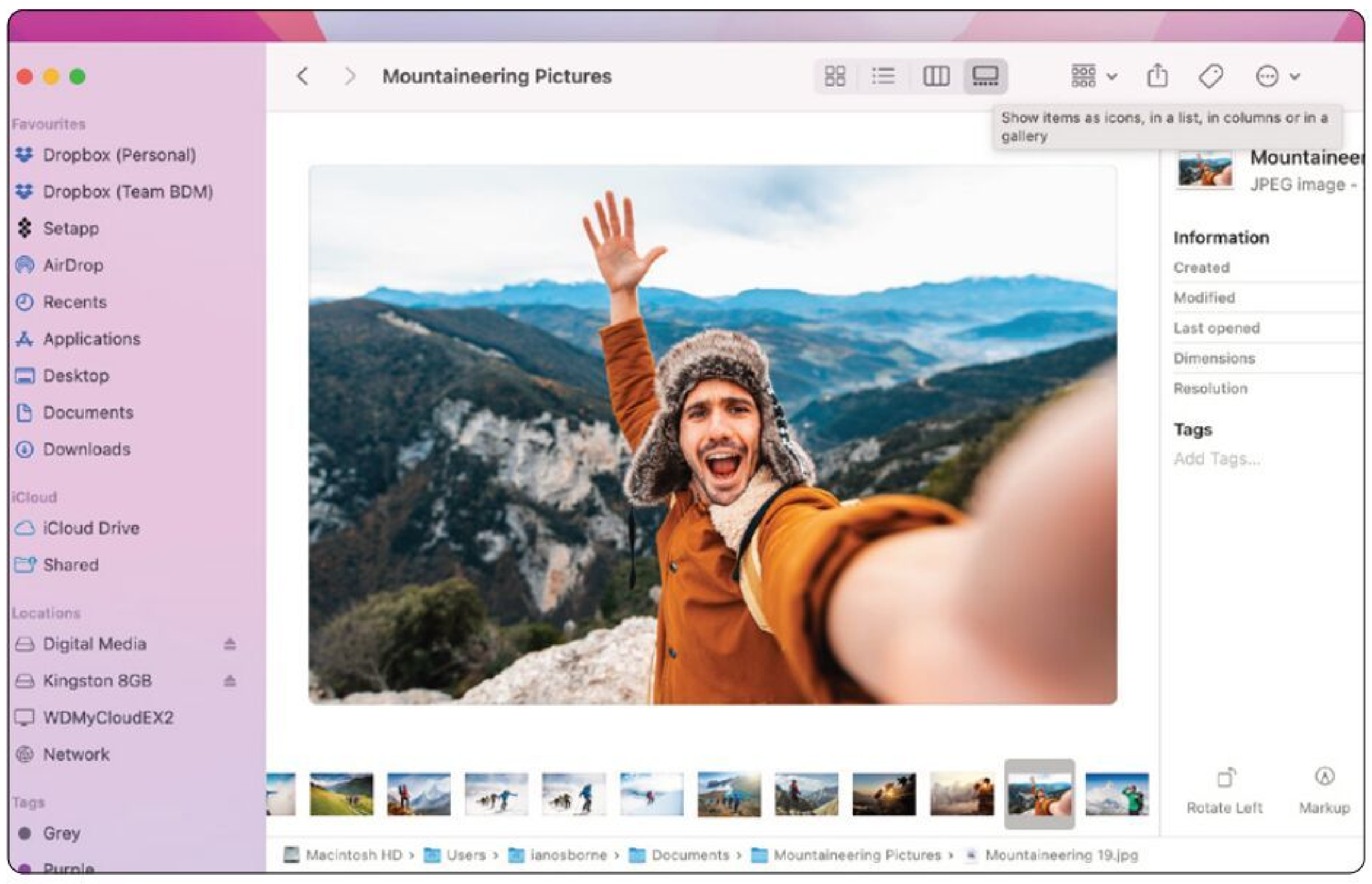
## View Window Contents as Lists

With an open Finder window, click the second button on the toolbar to use a simple but effective list display.



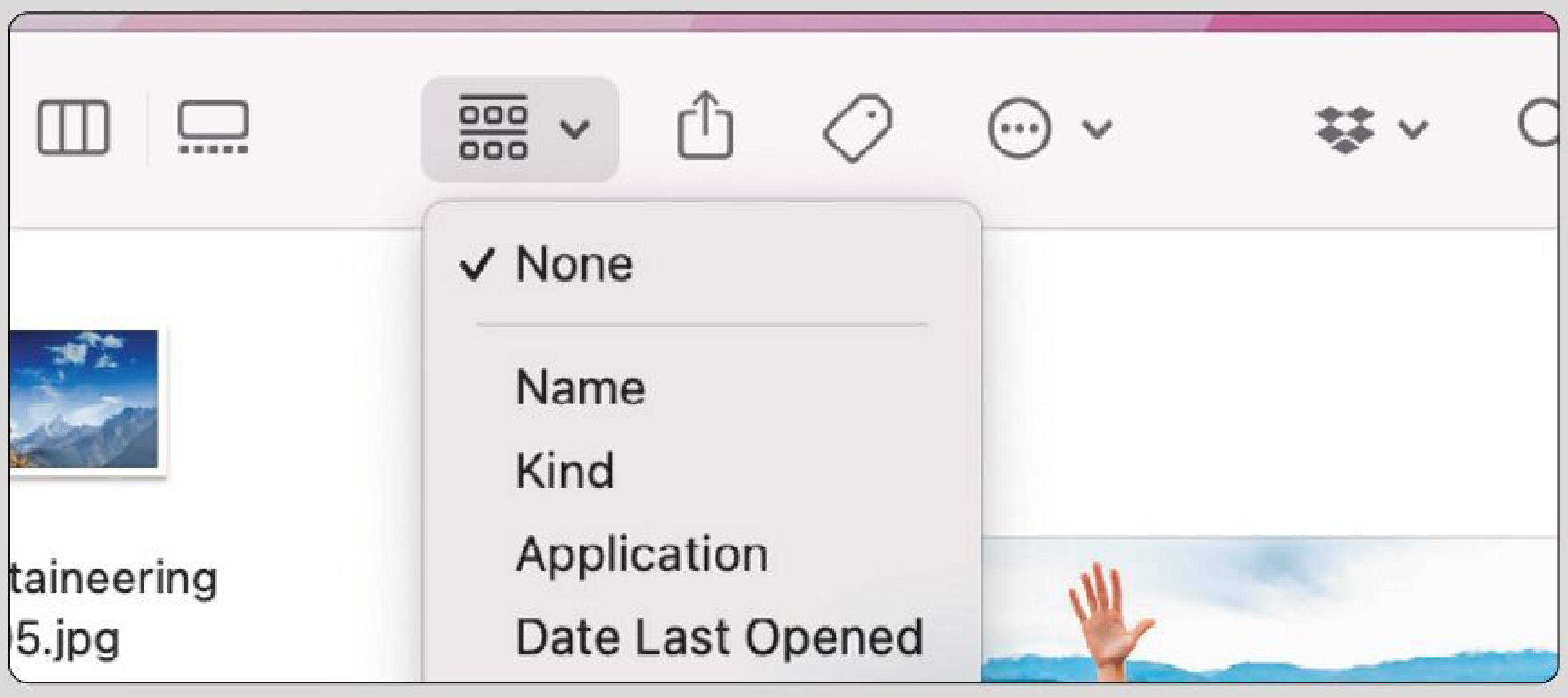
## View Window Contents as Columns

Click the third button on the toolbar to view your files as a series of columns. It's great for quick navigation and easy visual identification using a handy image preview column.



## View Window Contents as Gallery View

The Gallery View gives a large preview of the file or folder that's currently selected and a scrollable strip of everything else. Click on one of the files in the strip to see a larger version of its thumbnail.



## Change the Way Items are Arranged.

**As well as changing the way the items are displayed, you can also change the way they are arranged.**

**Name:** Alphabetical. Displays numbers first, then A-Z.

**Kind:** This groups each type of item together.

**Application:** Groups together items according to the application in which they were created or are opened.

**Date Last Opened:** Groups according to time and date they were opened.

**Date Added:** Displays items in order of when they were added to the folder.

**Date Modified:** Displays items in the order they were last modified or edited.

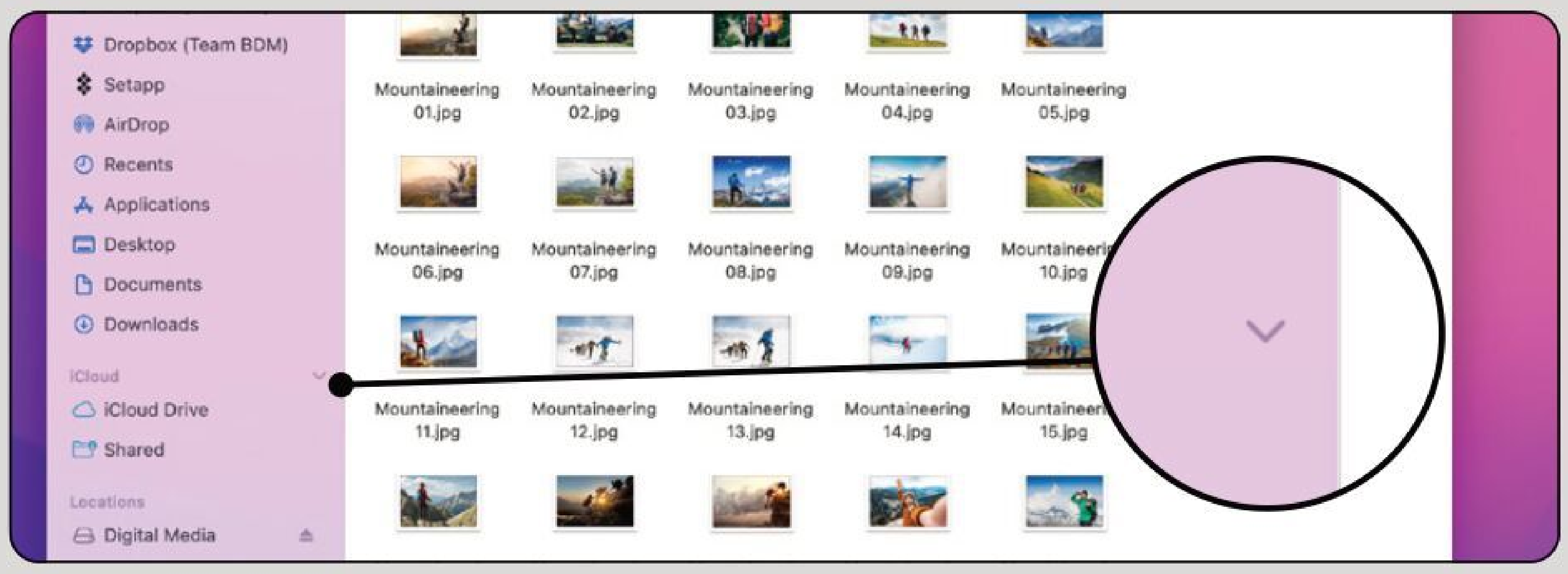
**Date Created:** Displays the items according to when they were created.

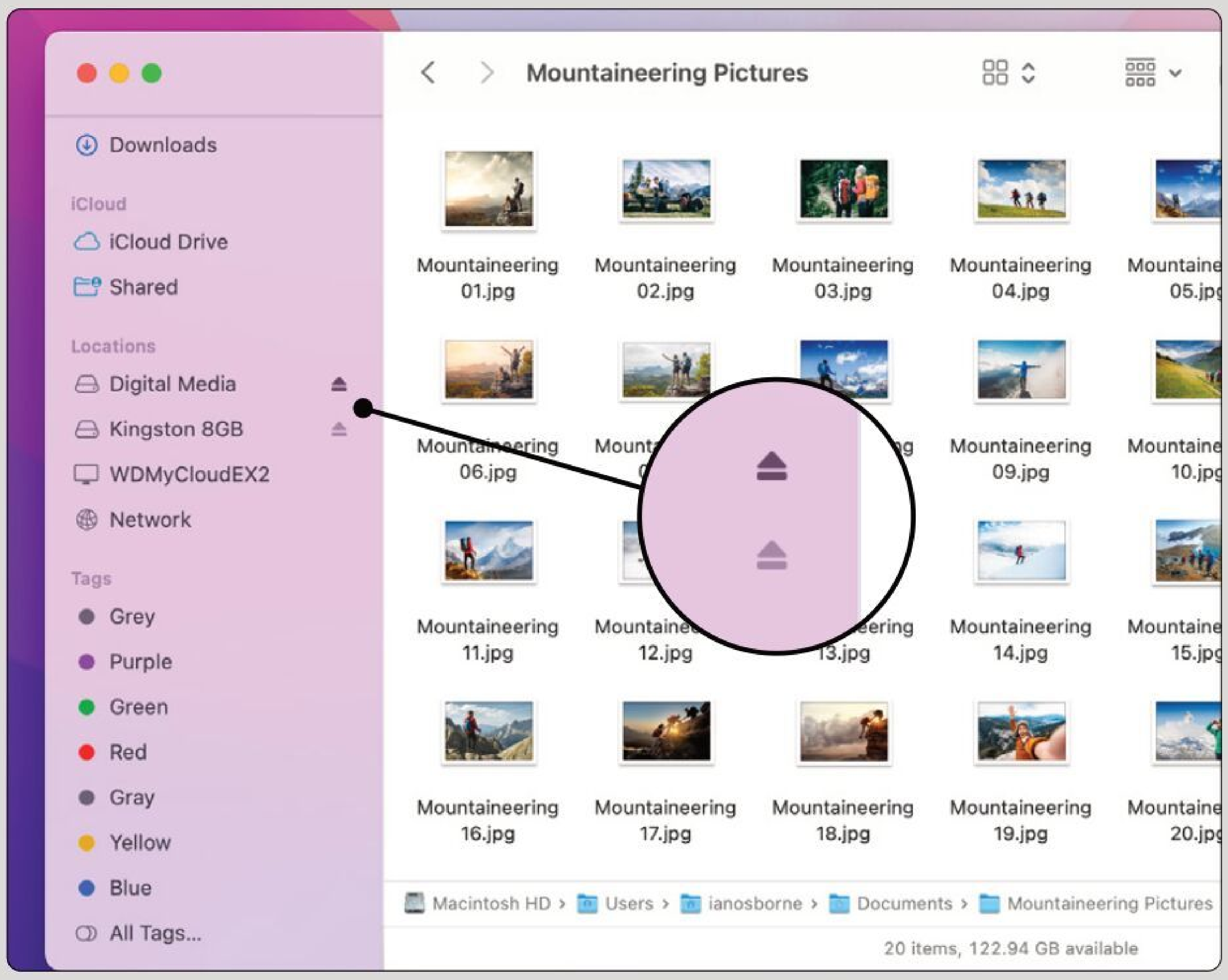
**Size:** Arrange the files according to their size.

**Tags:** Files are arranged according to tags you've added

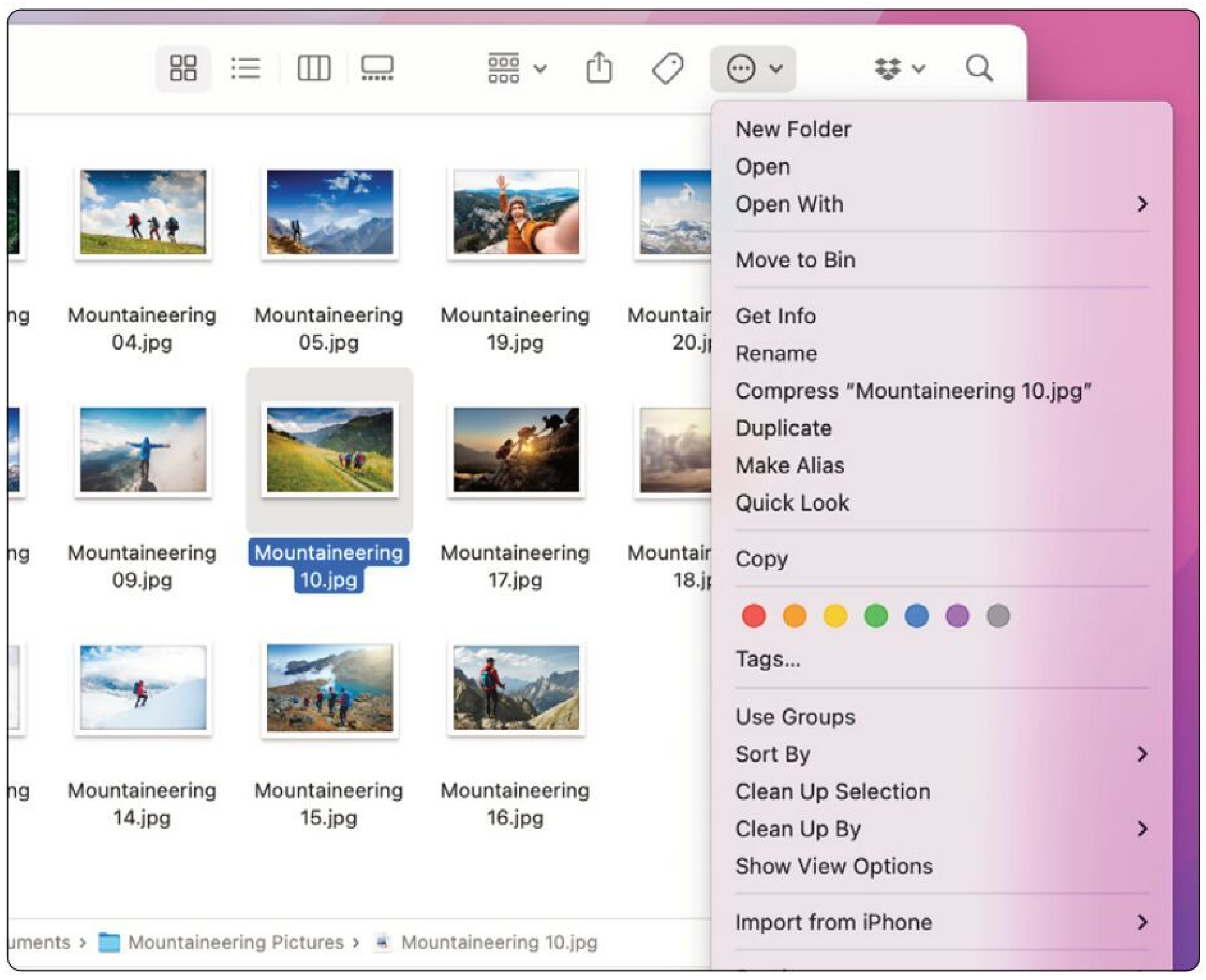
## More Sidebar Functions.

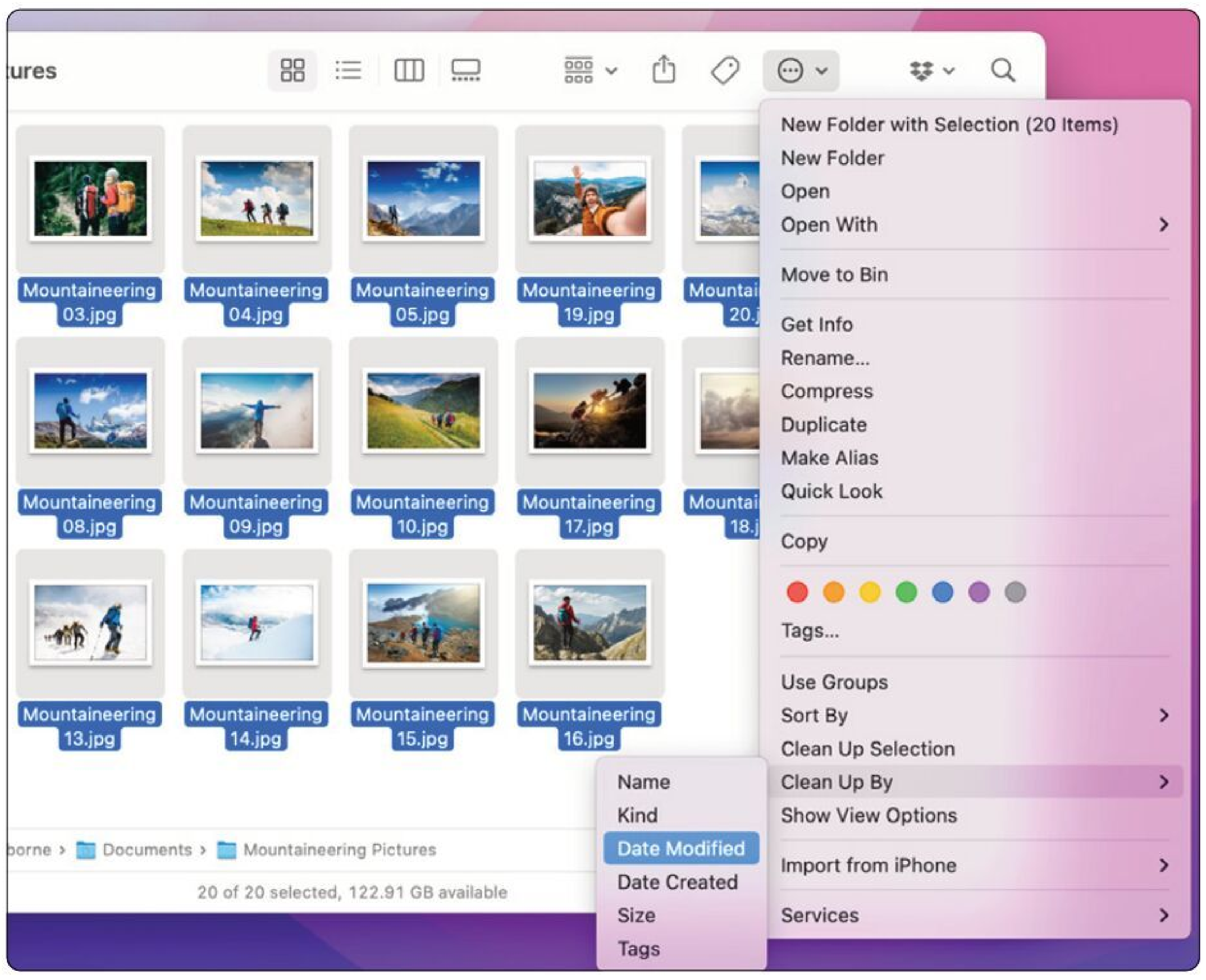
If your sidebar is getting cluttered, you can show or hide its listed items by hovering over the title (Favourites, Locations, iCloud, Tags) and clicking the small down-facing chevron or right-facing chevron – the right-facing chevron appears when the title is hidden, and the down-facing chevron when they're expended. You can also eject external drives, CDs and disk images from the sidebar; by clicking the eject icon next to the device or image you wish to remove.


Dropbox (Team BDM)
Setapp
AirDrop
Recents
Applications
Desktop
Documents
Downloads
iCloud
iCloud Drive
Shared
Locations
Digital Media


Mountaineering Pictures
Downloads
iCloud
iCloud Drive
Shared
Locations
Digital Media
Kingston 8GB
WDMyCloudEX2
Network
Tags
Grey
Purple
Green
Red
Gray
Yellow
Blue
All Tags...
Macintosh HD › Users › ianosborne › Documents › Mountaineering Pictures
20 items, 122.94 GB available

## Perform Tasks Within the Finder

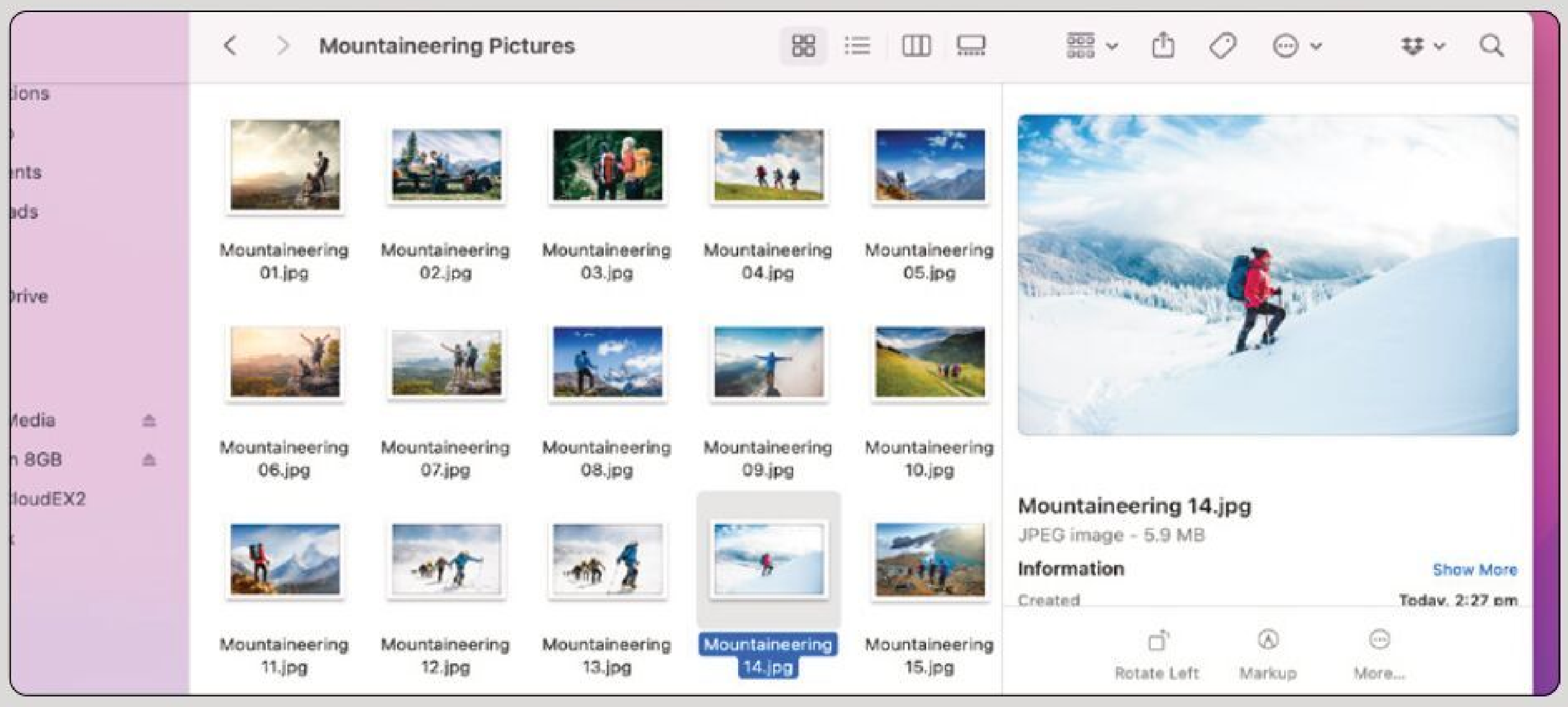

New Folder
Open
Open With
Move to Bin
Get Info
Rename
Compress "Mountaineering 10.jpg"
Duplicate
Make Alias
Quick Look
Copy
Tags...
Use Groups
Sort By
Clean Up Selection
Clean Up By
Show View Options
Import from iPhone
uments › Mountaineering Pictures › Mountaineering 10.jpg

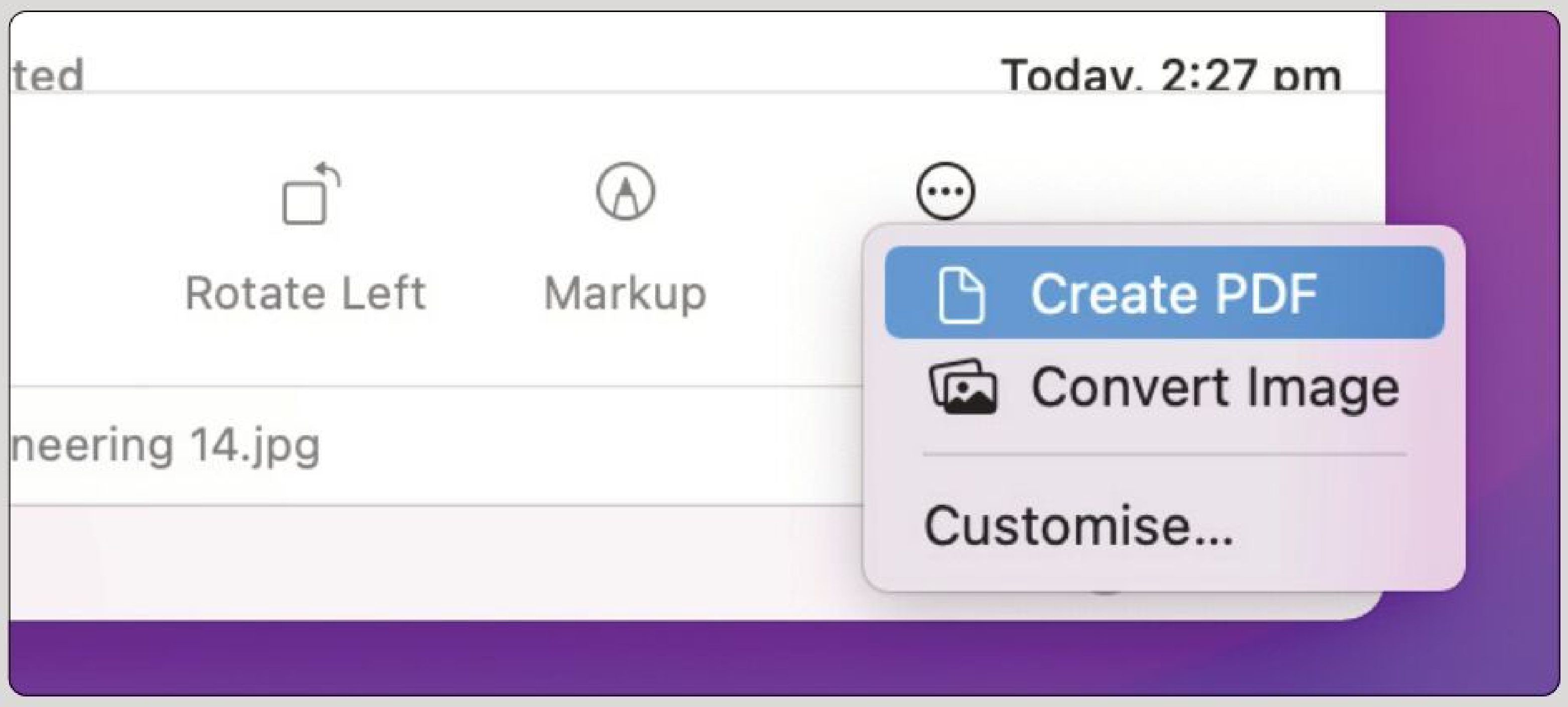

New Folder with Selection (20 Items)
New Folder
Open
Open With
Move to Bin
Get Info
Rename...
Compress
Duplicate
Make Alias
Quick Look
Copy
Tags...
Use Groups
Sort By
Clean Up Selection
Clean Up By
Show View Options
Import from iPhone
Services
Name
Kind
Date Modified
Date Created
Size
Tags
20 of 20 selected, 122.91 GB available

**1** Click on the three dots within a circle icon (next to the Search Bar) for a drop-down menu. Here you can do a range of operations, from opening a highlighted file in a specific application to checking the file size via the Get Info option.

**2** You can also clean up the entire Finder Window, automatically tidying up and or reorganising the order of the files according to various criteria such as their name (alphabetically), date, size and more.

## The Finder's Preview Panel.


Mountaineering Pictures
Mountaineering 14.jpg
JPEG image - 5.9 MB
Information
Show More
Created
Today, 2:27 pm
Rotate Left
Markup
More...

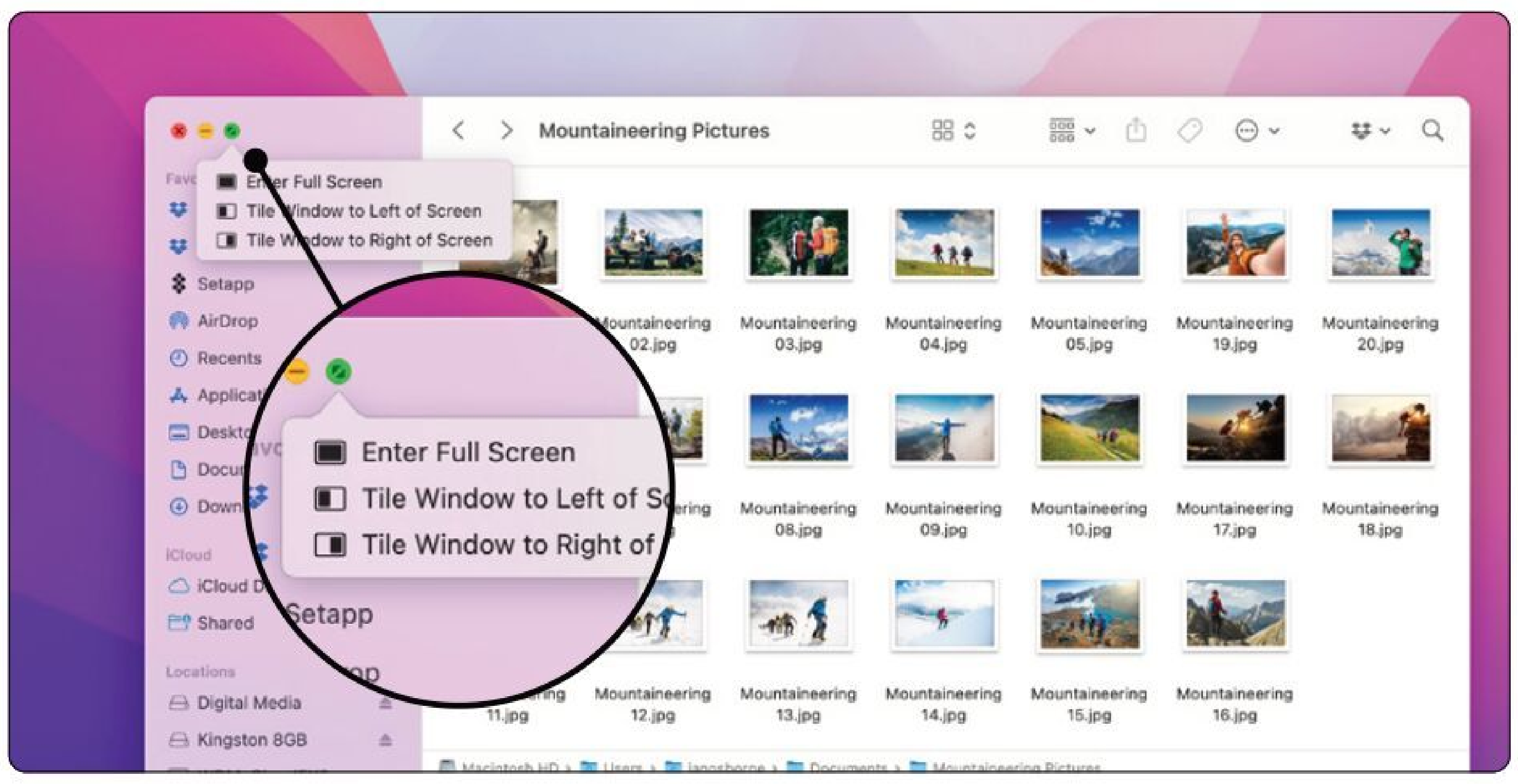

Today, 2:27 pm
Rotate Left
Markup
neering 14.jpg
Create PDF
Convert Image
Customise...

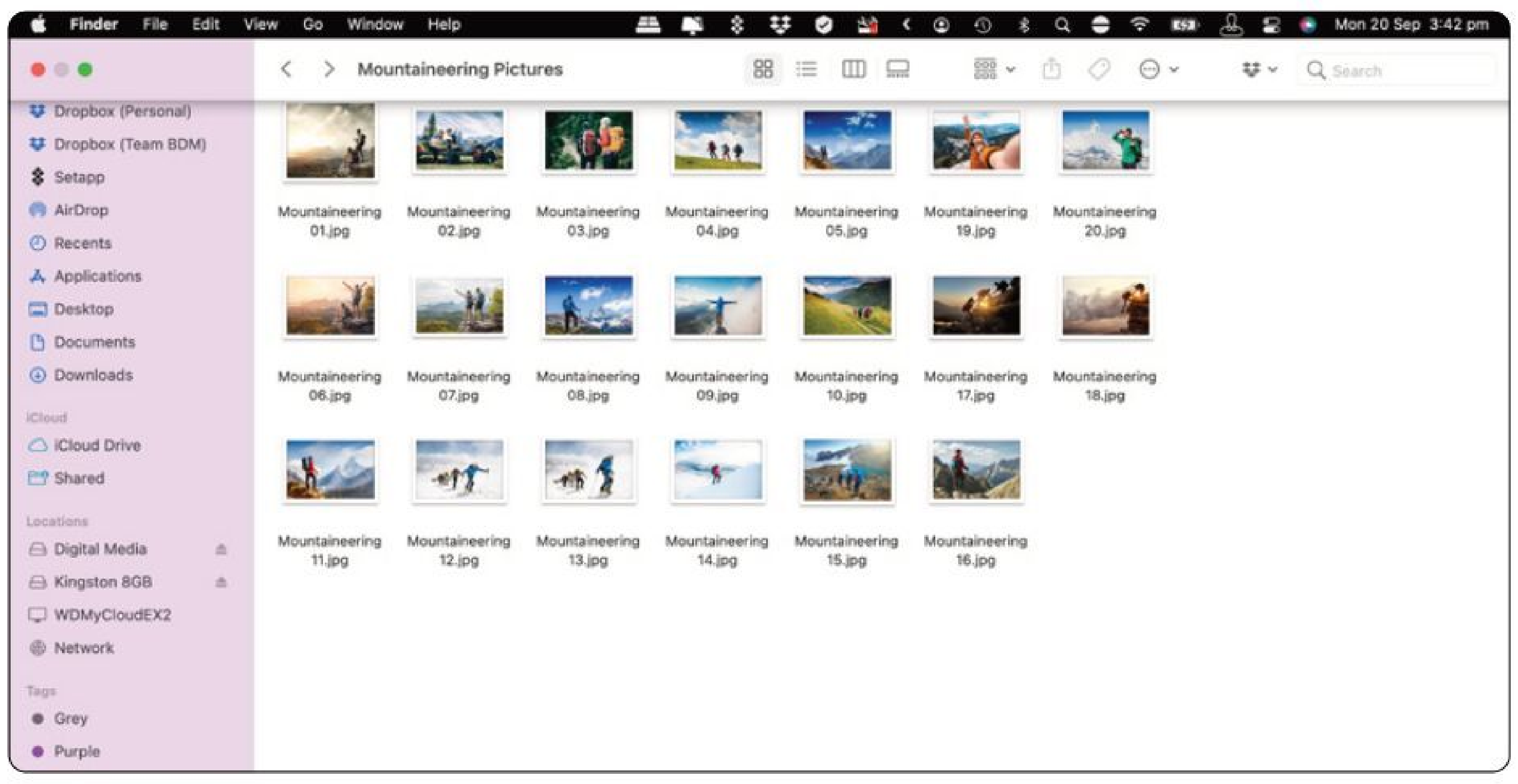
Finder windows have a right-hand sidebar that shows a preview of the currently selected file from the window. You can turn this sidebar on or off in the View menu (Hide/Show Preview) or press Shift-cmd-P on the keyboard.

At the foot of the preview sidebar are a set of new options. These vary according to the type of file you're previewing in the main window. For example, an image can be rotated, annotated or converted into a PDF.

# Full-screen Mode

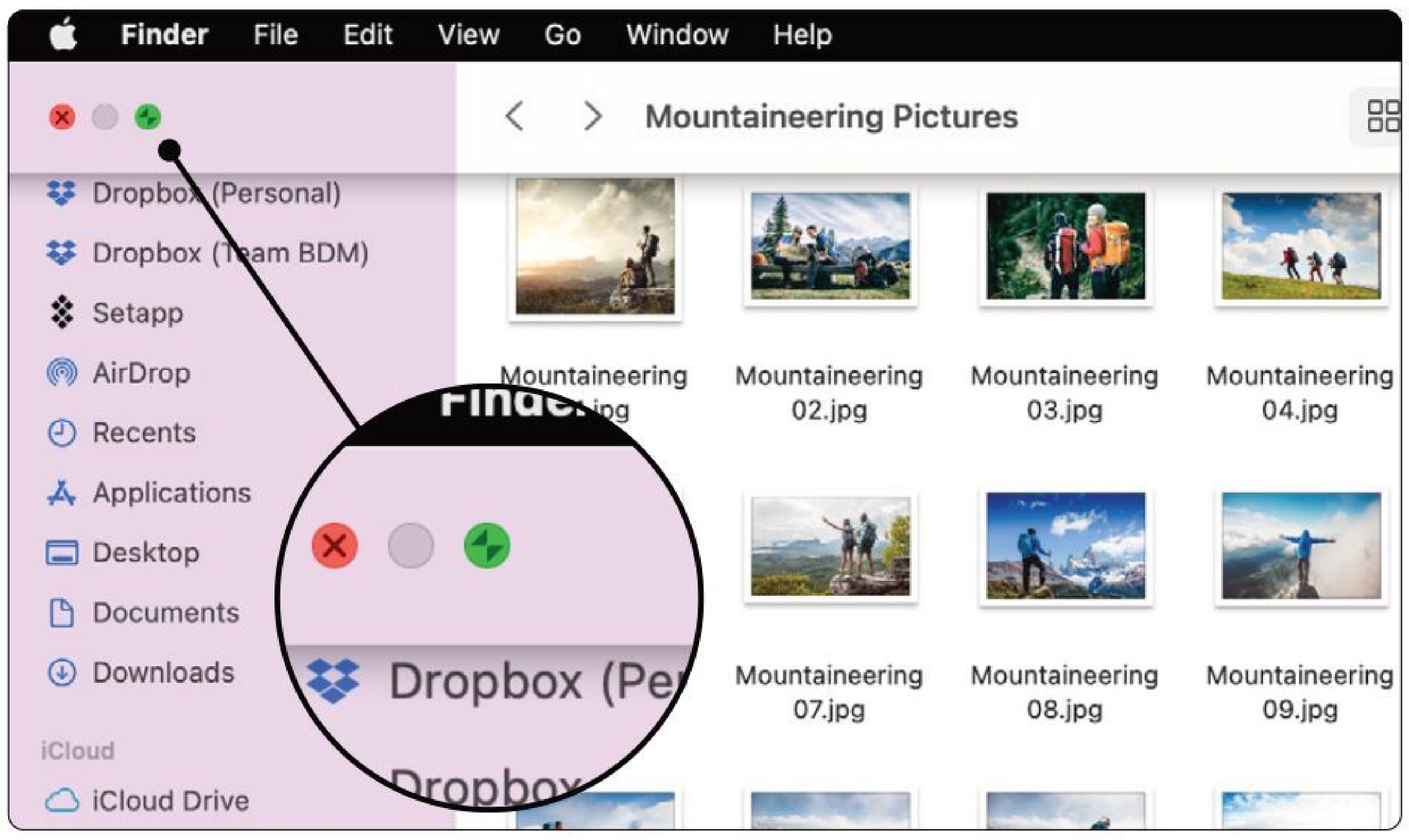
If you want to view the Finder window better or any other window for that matter, then you can always opt to view it in full-screen mode. Full-screen removes distractions and makes everything a little easier to read. Here's how it works.

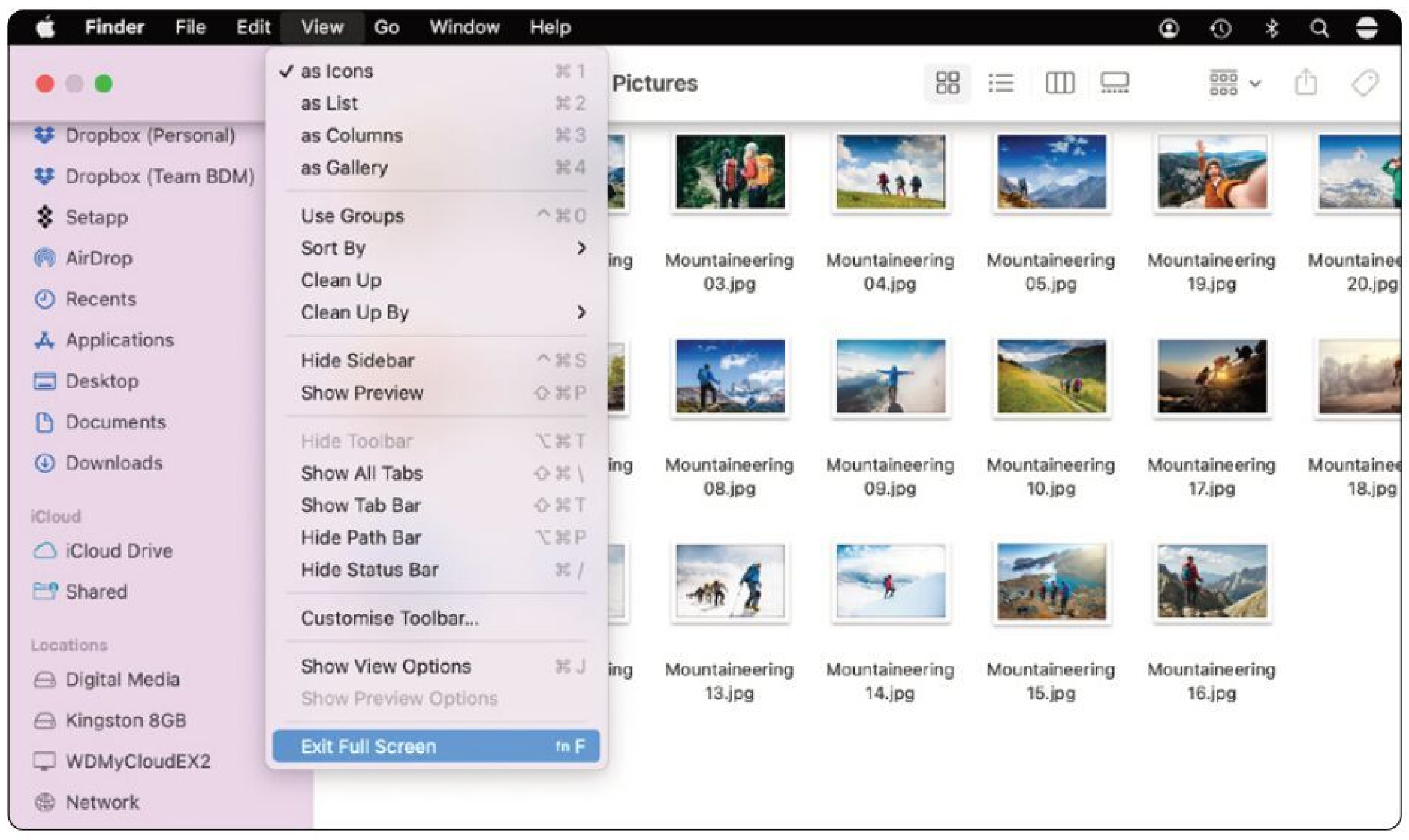

Mountaineering Pictures
Enter Full Screen
Tile Window to Left of Screen
Tile Window to Right of Screen
Setapp
AirDrop
Recents
Shared
Digital Media
Kingston 8GB


Finder
File
Edit
View
Go
Window
Help
Mountaineering Pictures
Dropbox (Personal)
Dropbox (Team BDM)
Setapp
AirDrop
Recents
Applications
Desktop
Documents
Downloads
iCloud Drive
Shared
Digital Media
Kingston 8GB
WDMyCloudEX2
Network
Grey
Purple

**1** You can view a Finder window and indeed an application window, in full-screen mode. Click on the green Enlarge button in the upper left corner of the window and it gives you the option to expand to fill the entire screen. Alternatively, use the View pull-down menu or press ctrl-cmd-F.

**2** In full-screen mode, the menus usually found at the top of the Mac desktop are still there but they're hidden away until you need them. To see them, move the mouse cursor to the top of the screen and the menu bar slides into view and disappears when the cursor is moved away.


Finder
File
Edit
View
Go
Window
Help
Mountaineering Pictures
Dropbox (Personal)
Dropbox (Team BDM)
Setapp
AirDrop
Recents
Applications
Desktop
Documents
Downloads
iCloud
iCloud Drive
Mountaineering 02.jpg
Mountaineering 03.jpg
Mountaineering 04.jpg
Mountaineering 07.jpg
Mountaineering 08.jpg
Mountaineering 09.jpg

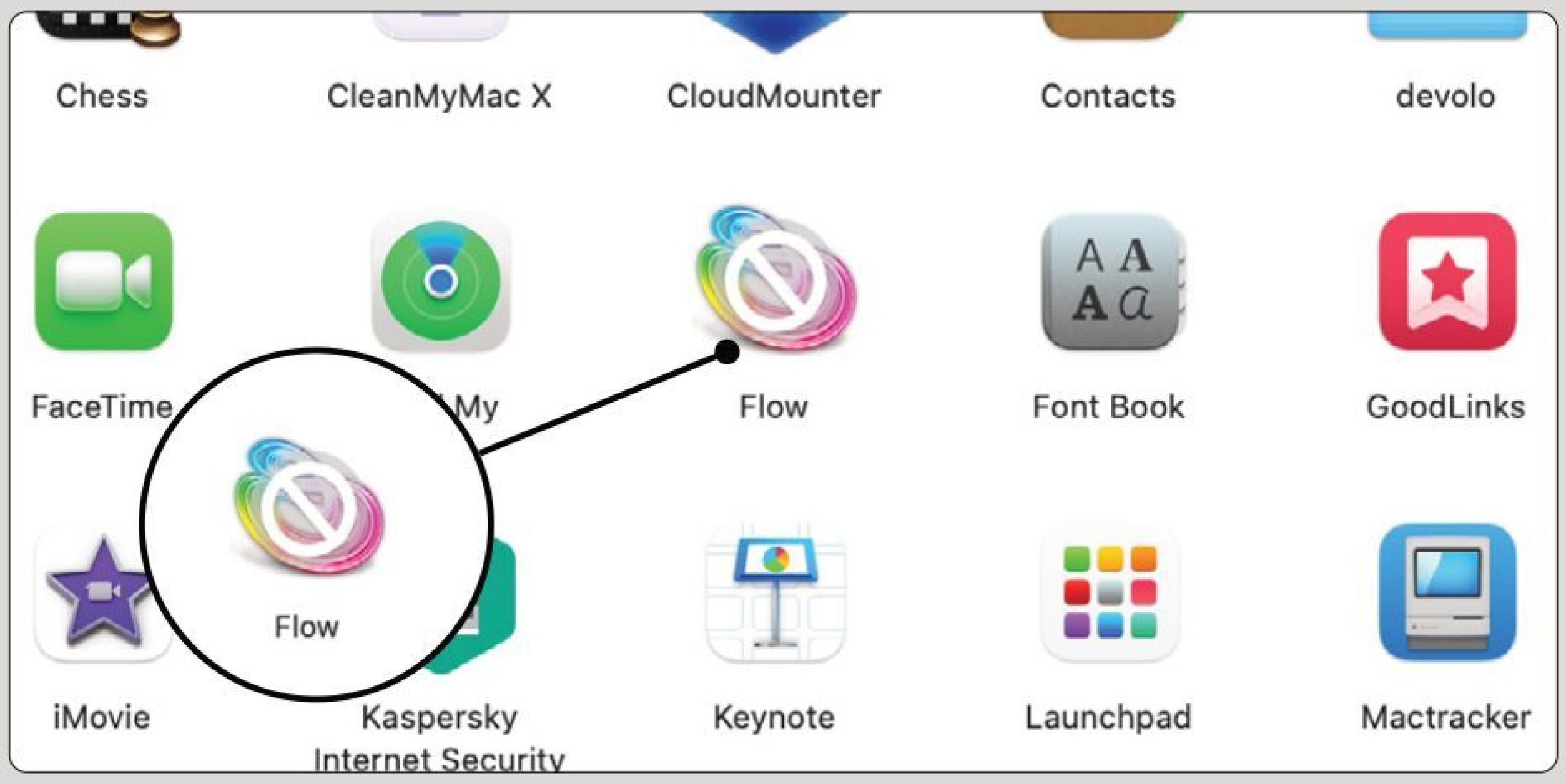

Finder
File
Edit
View
Go
Window
Help
as Icons
as List
as Columns
as Gallery
Use Groups
Sort By
Clean Up
Clean Up By
Hide Sidebar
Show Preview
Hide Toolbar
Show All Tabs
Show Tab Bar
Hide Path Bar
Hide Status Bar
Customise Toolbar...
Show View Options
Show Preview Options
Exit Full Screen
Pictures

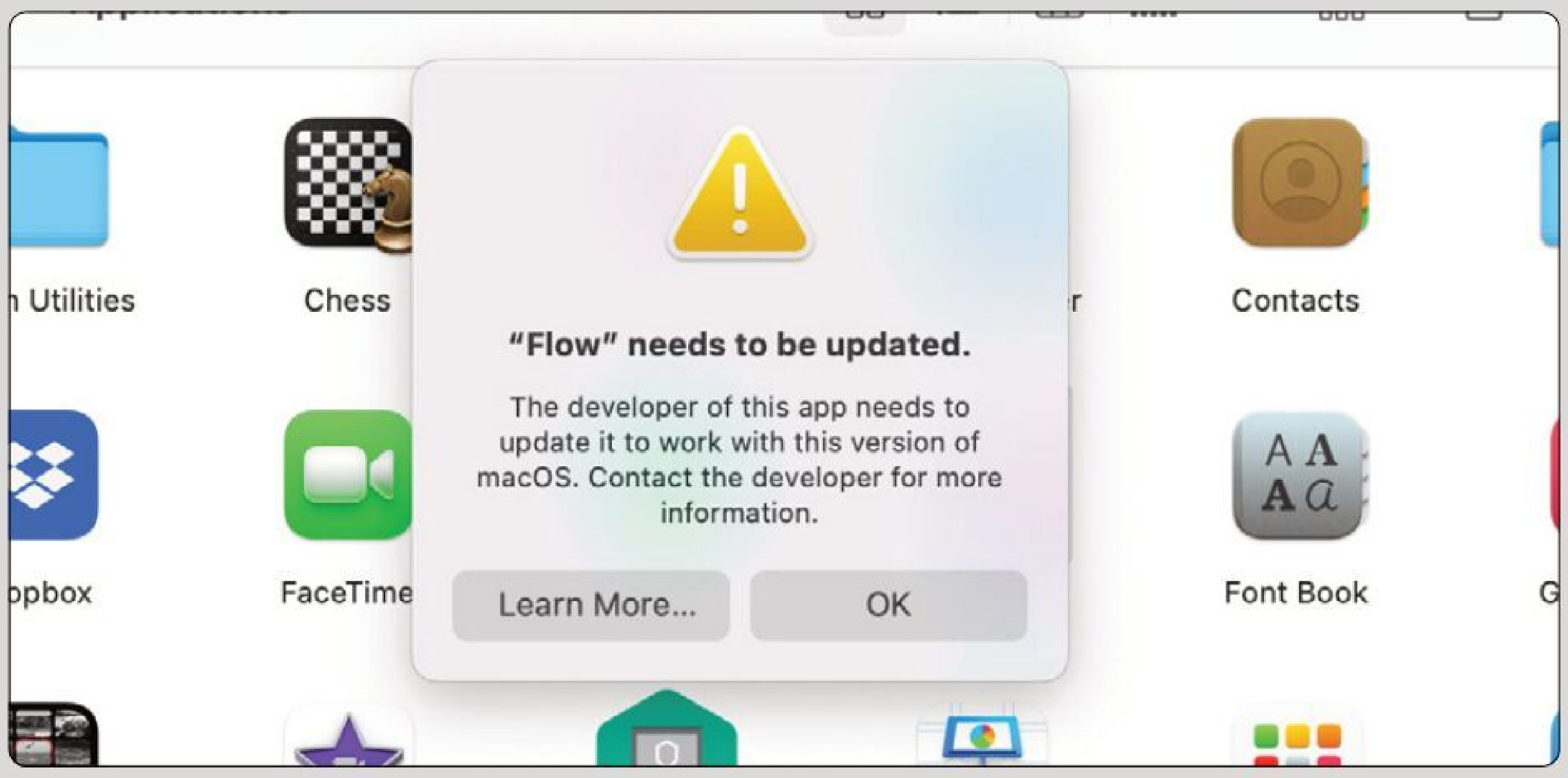
**3** To exit from full-screen mode back to the usual window view, bring up the Menu bar and then simply click on the green button again. The window shrinks to its previous size and no longer takes up the entire desktop.

**4** You can also take a window out of full screen mode using the View pull-down menu at the top of the screen or by pressing ctrl-cmd-F. You can still close a full-screen window with the red button (top left).

# 32-Bit Apps No Longer Run.

Apple has phased out support for applications built for 32-bit architecture. These will no longer run in macOS.


Chess
CleanMyMac X
CloudMounter
Contacts
devolo
FaceTime
My
Flow
Font Book
GoodLinks
iMovie
Kaspersky Internet Security
Keynote
Launchpad
Mactracker


Utilities
Chess
Contacts
pbox
FaceTime
Font Book
Learn More...
OK

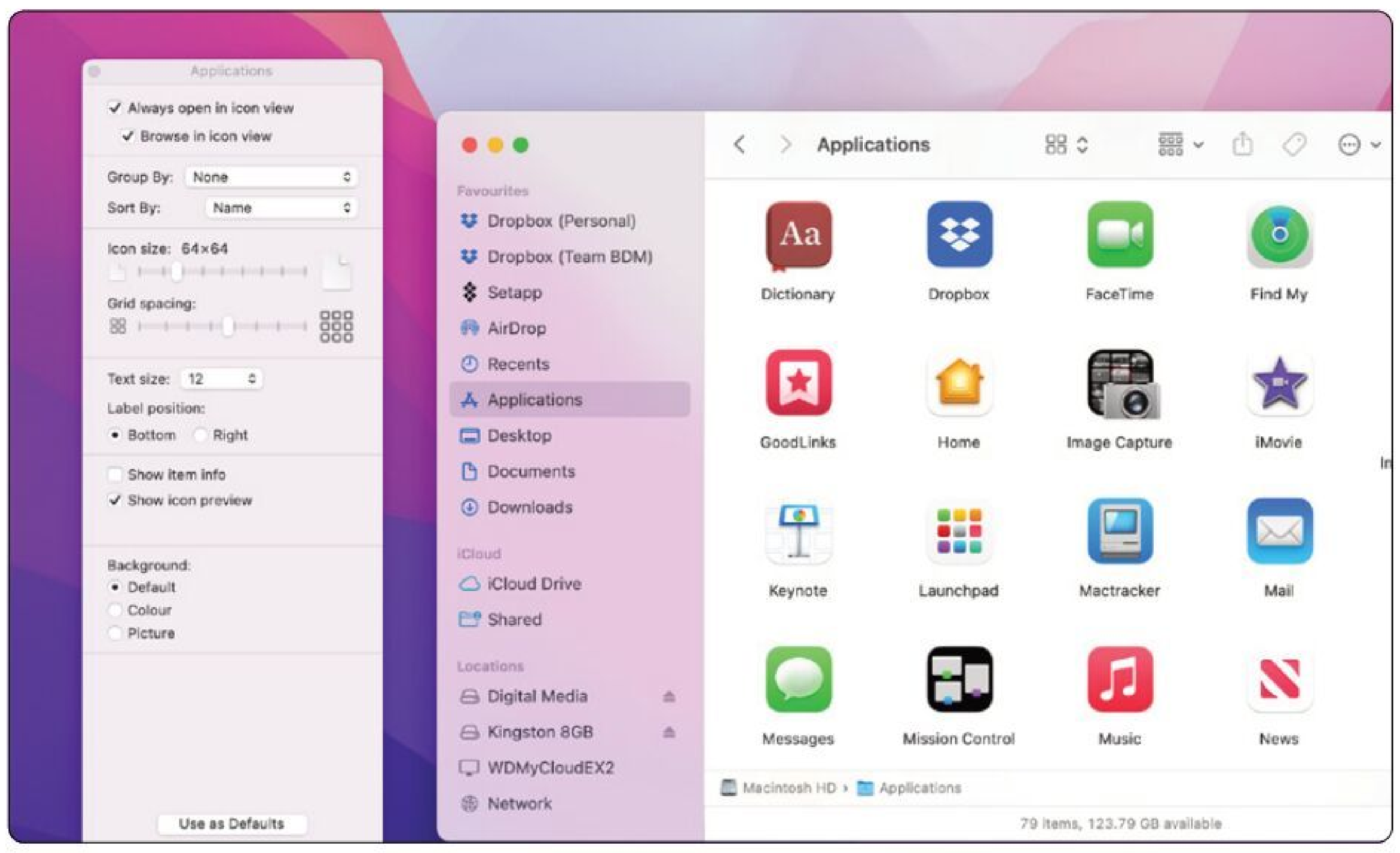
"Flow" needs to be updated.

The developer of this app needs to update it to work with this version of macOS. Contact the developer for more information.

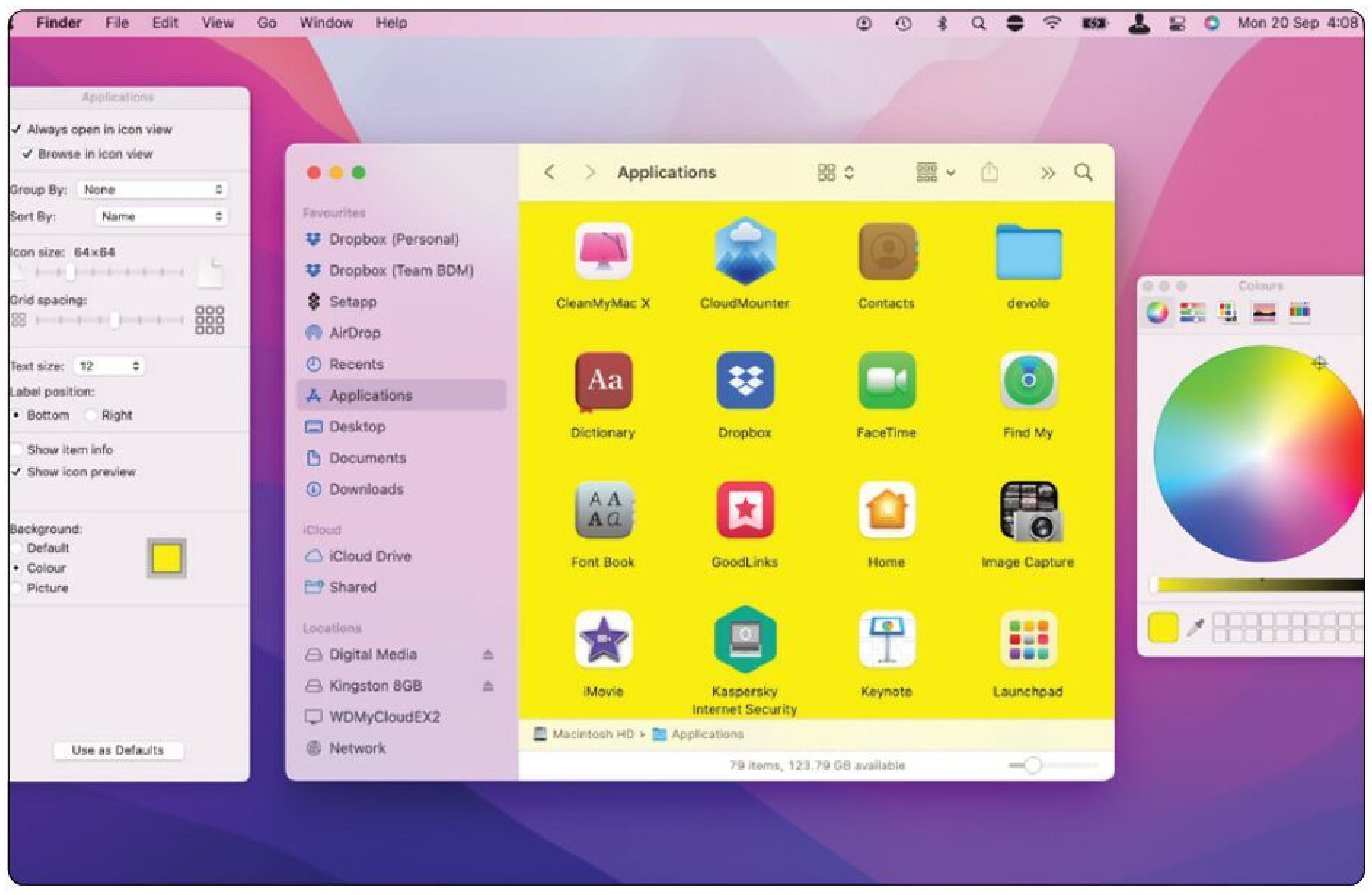
In macOS Monterey, you can no longer open applications made for older 32-bit processors (modern processors are 64-bit). If you have such an app on your Mac, it appears in the Applications window, or Launchpad, with a crossed-out icon atop it.

Try to open a 32-bit app and you get a message saying it's not compatible with this version of macOS. Check with its developer whether the app has since been updated to 64-bit, but if it hasn't by now, it might well have been abandoned.

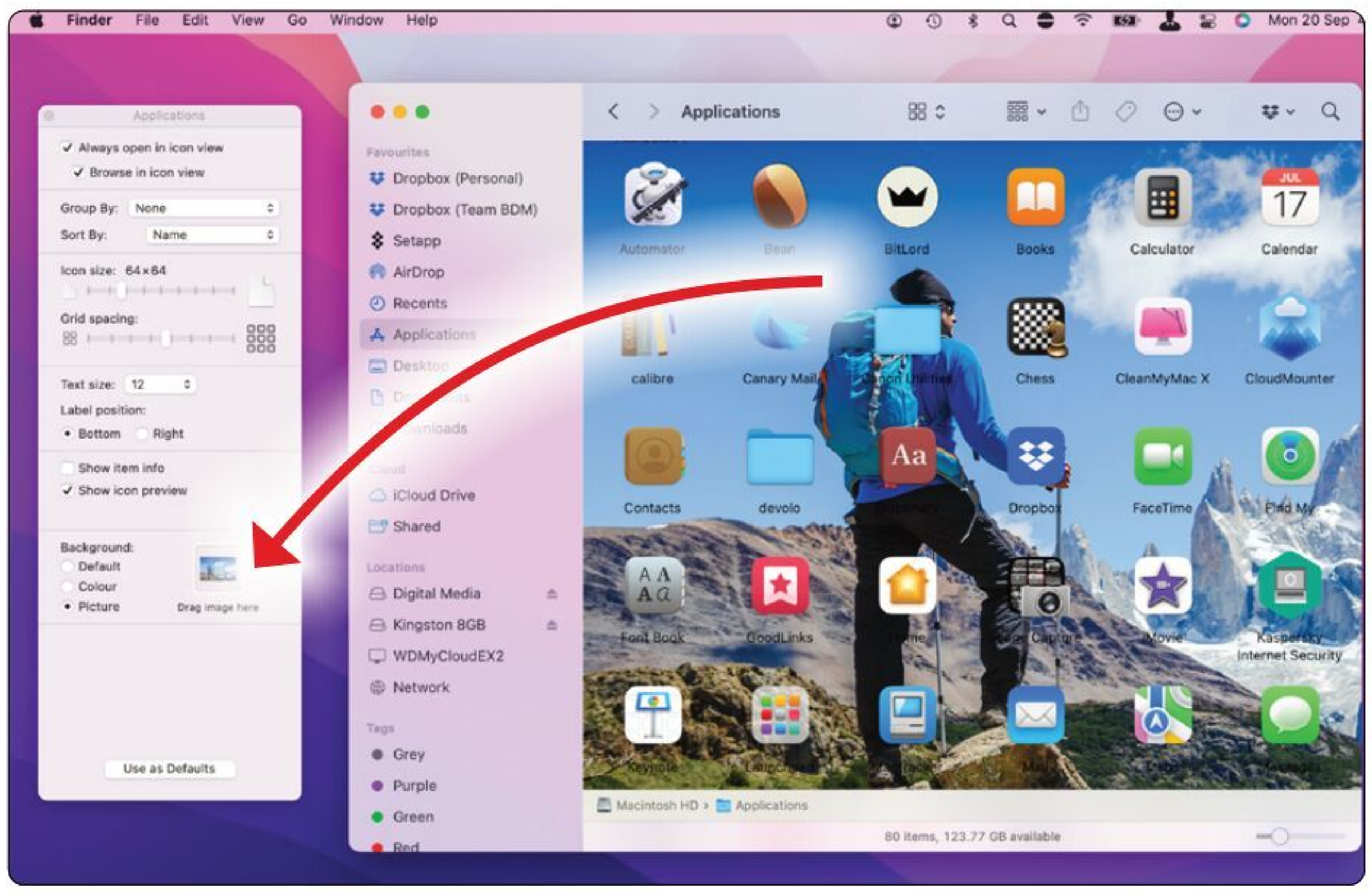
# Changing the Finder Window's Background Colour or Image



**1** When you're using the Finder's Icon View, you can replace the white background with a coloured one or even a picture. To begin, with the Finder window in question open, select Show View Options from the View menu or press cmd-J.



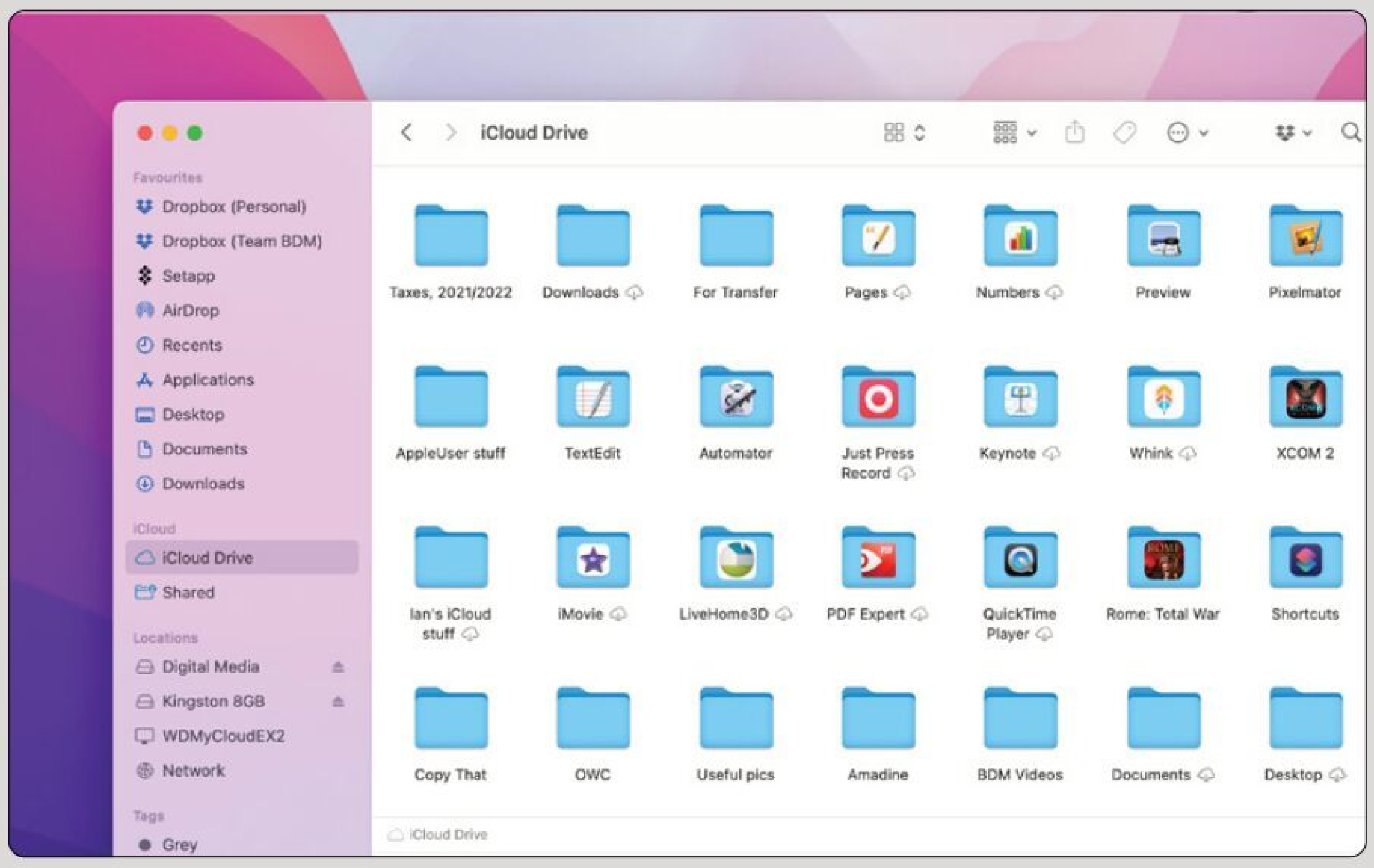
**2** The window's Info window opens. Towards the bottom, you can see options listed under the header 'Background'. Select 'Colour' and click on the white square. You can now use the various options to change the background colour.



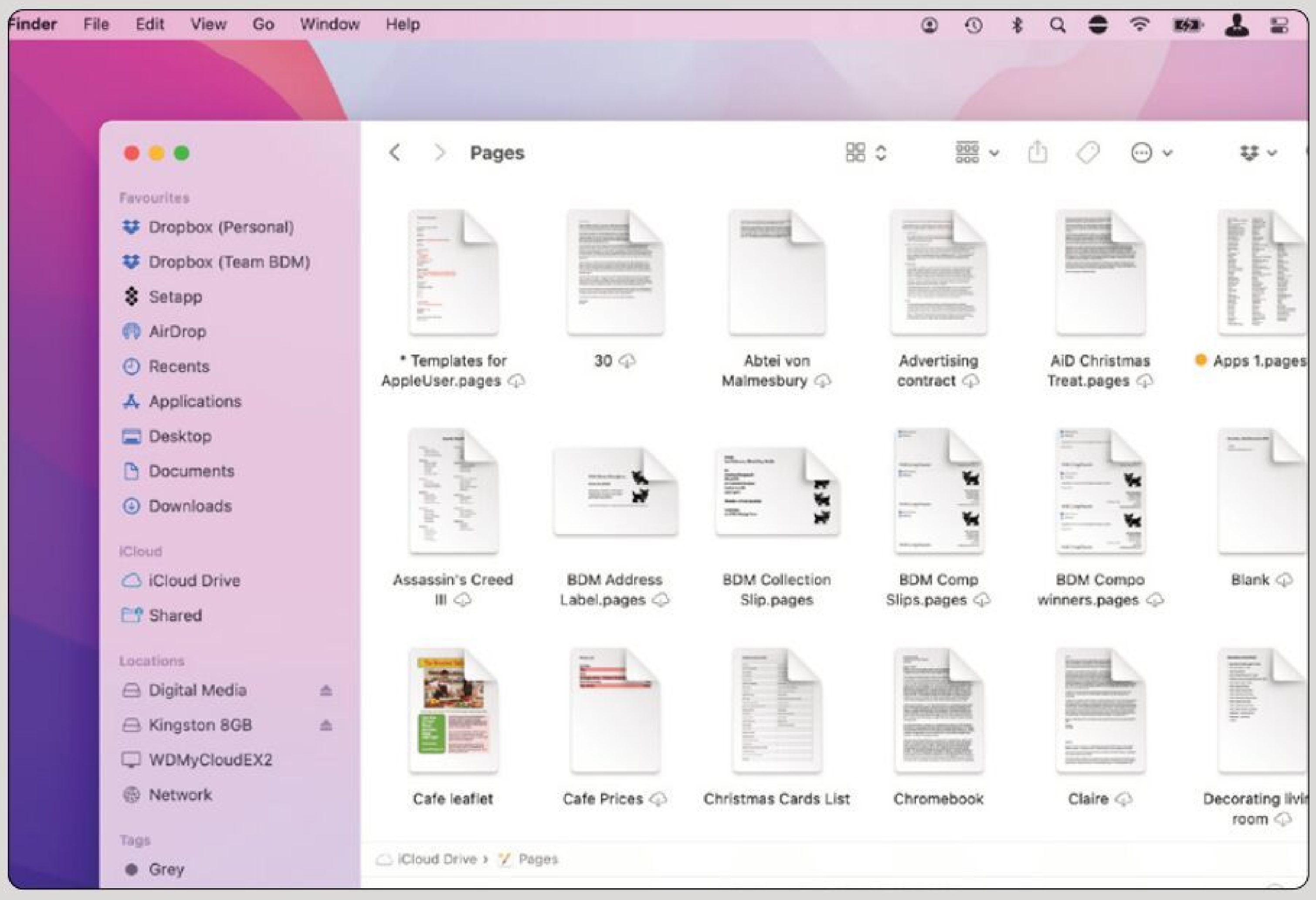
**3** Select 'Picture' and then drag an image into the box to the right of the background options to get a pictorial background. Alternatively, click on the box and then navigate to the picture you want to use through the Finder.

# Accessing iCloud Drive.

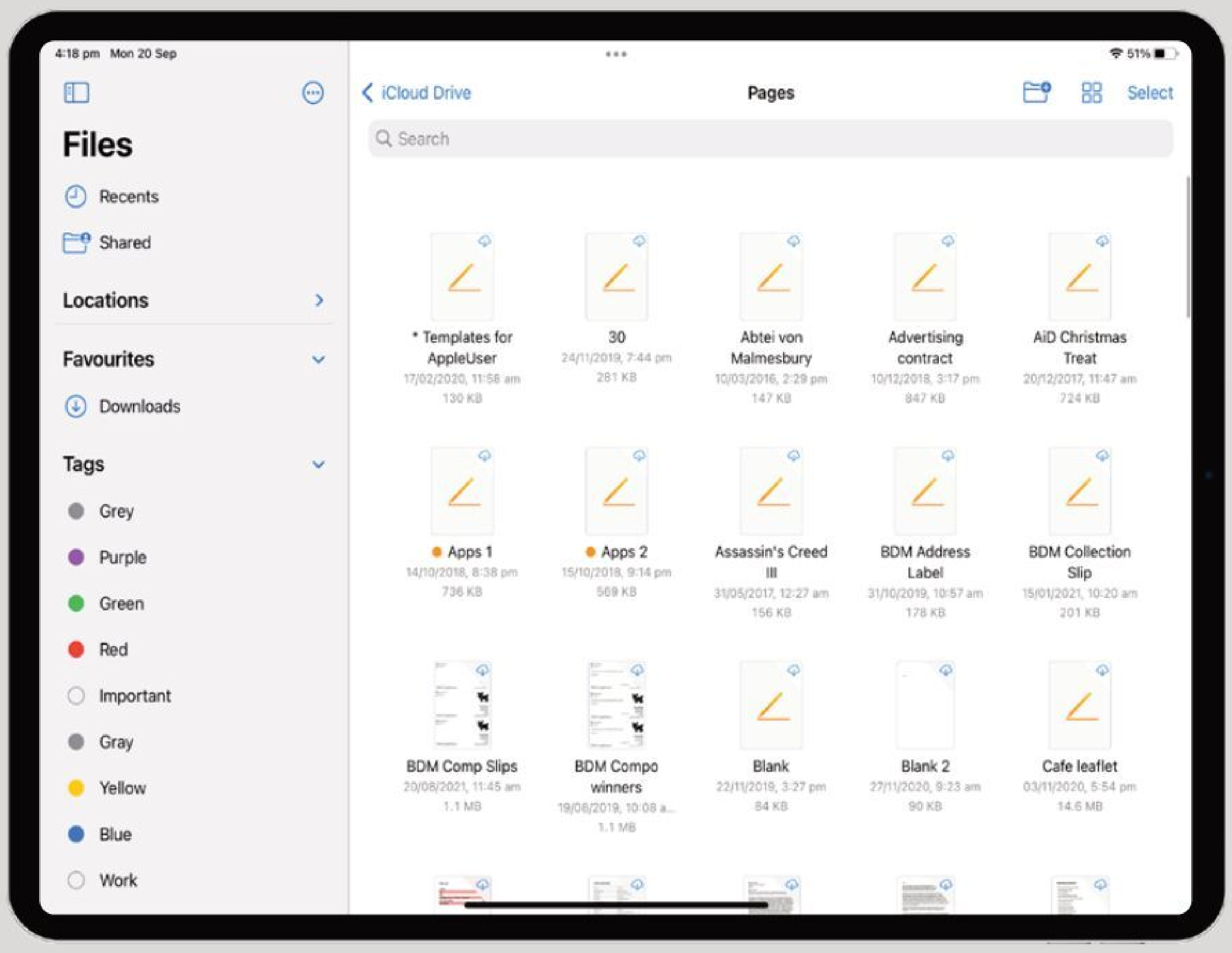
iCloud Drive can store and share files across Mac or iOS devices logged into the same iCloud account.



**Click on iCloud Drive in the Finder window's sidebar. You see the iCloud Drive folder is organised according to apps. You can create your own folders here too.**



**Files and folders found here are synced using iCloud Drive, so they're available online at www.icloud.com and also on other devices linked to the same iCloud account.**

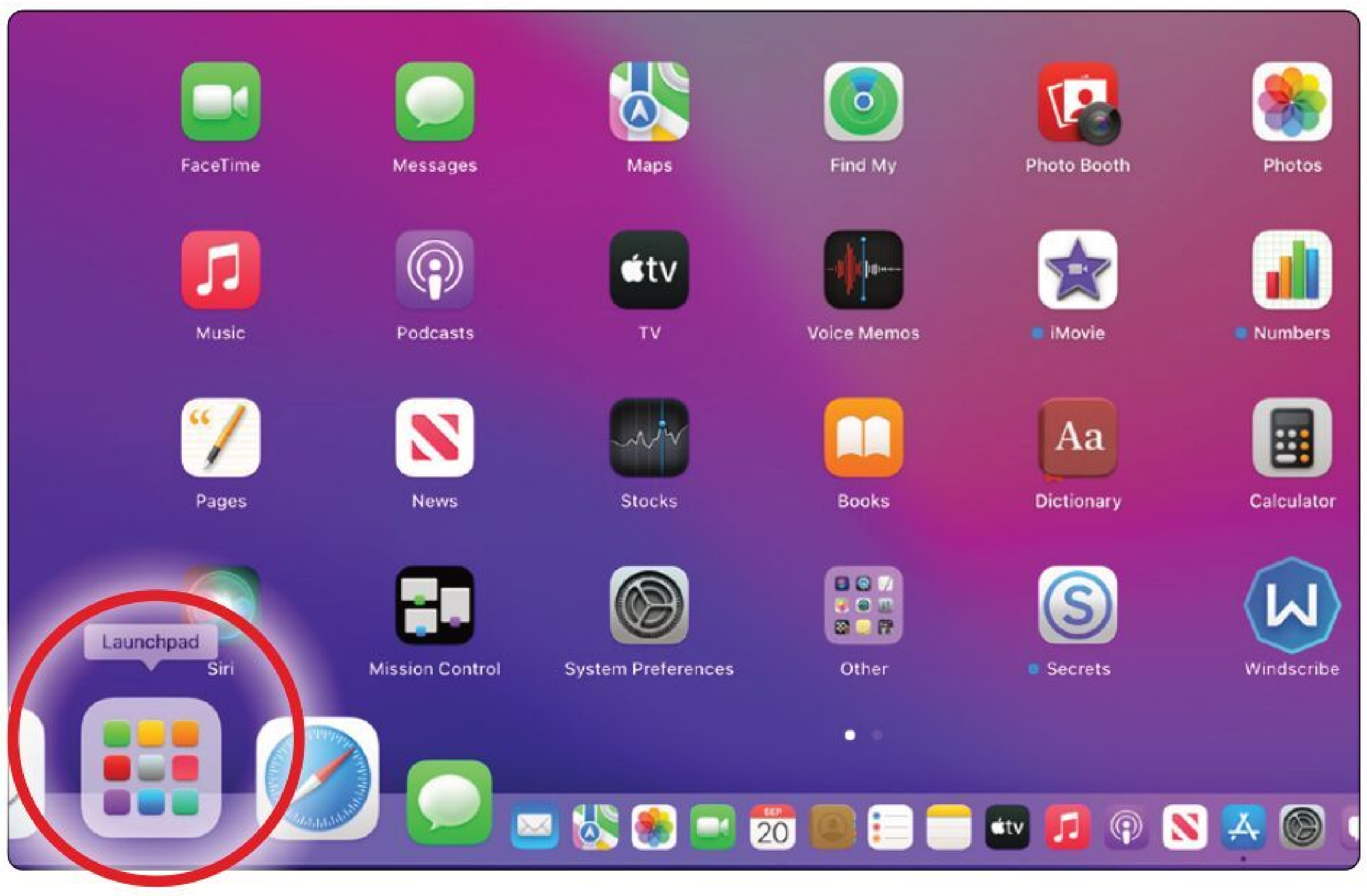


**Here we've opened the Pages iOS app on an iPad. As you can see, the documents in the Mac's Pages iCloud Drive folder are also available to open and edit here.**

# Monterey's Dock For Most-used Apps

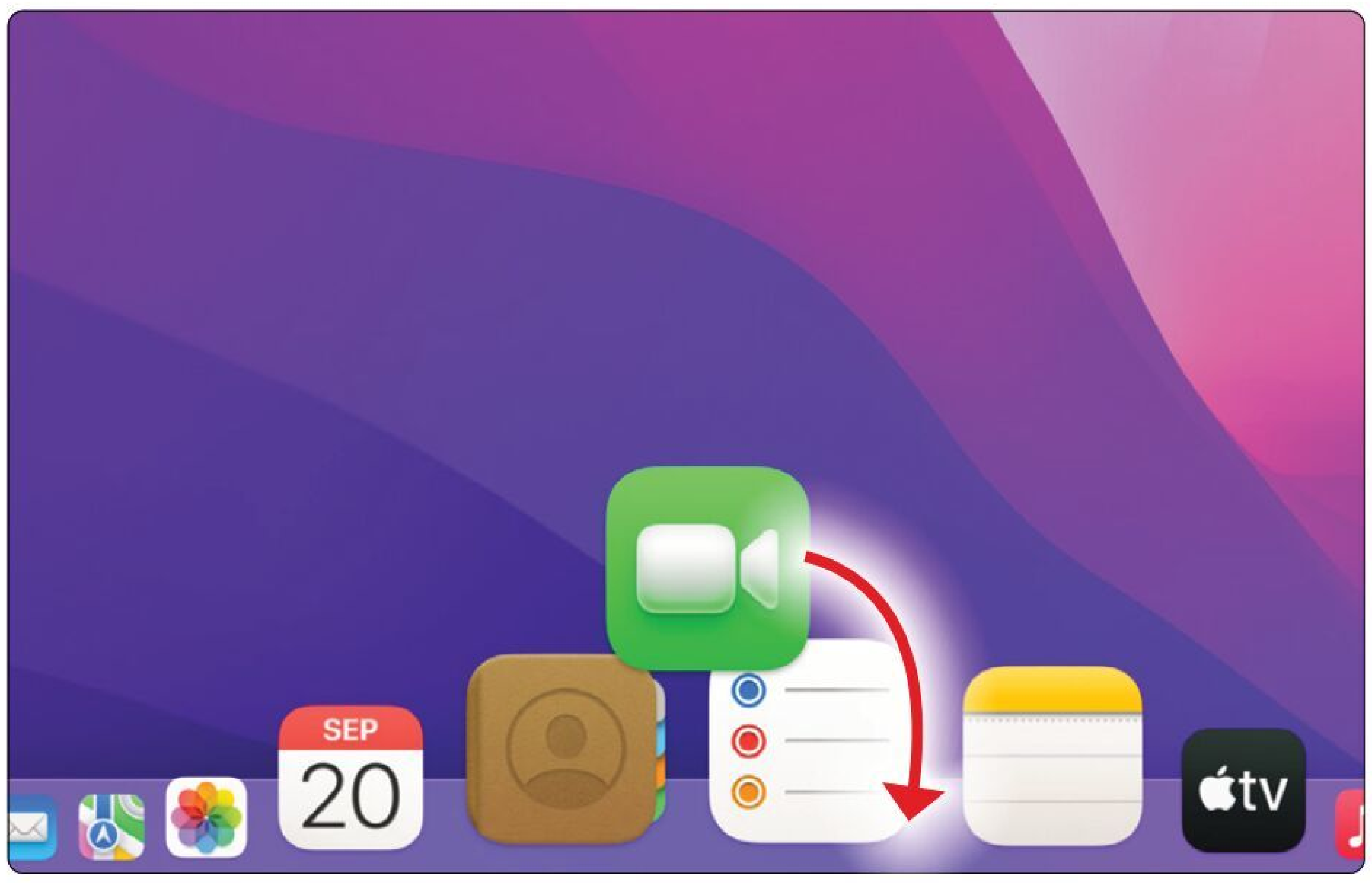
The macOS Dock is a feature that greatly speeds your workflow. It's perfect for gaining quick access to the most relevant and frequently used applications, documents and folders. It's customisable too, which means you'll come to personalise your Dock to best fit your own unique needs. Here's how it works.

## Accessing Your Applications from the Dock


FaceTime
Messages
Maps
Find My
Photo Booth
Photos
Music
Podcasts
TV
Voice Memos
iMovie
Numbers
Pages
News
Stocks
Books
Dictionary
Calculator
Launchpad
Siri
Mission Control
System Preferences
Other
Secrets
Windscribe

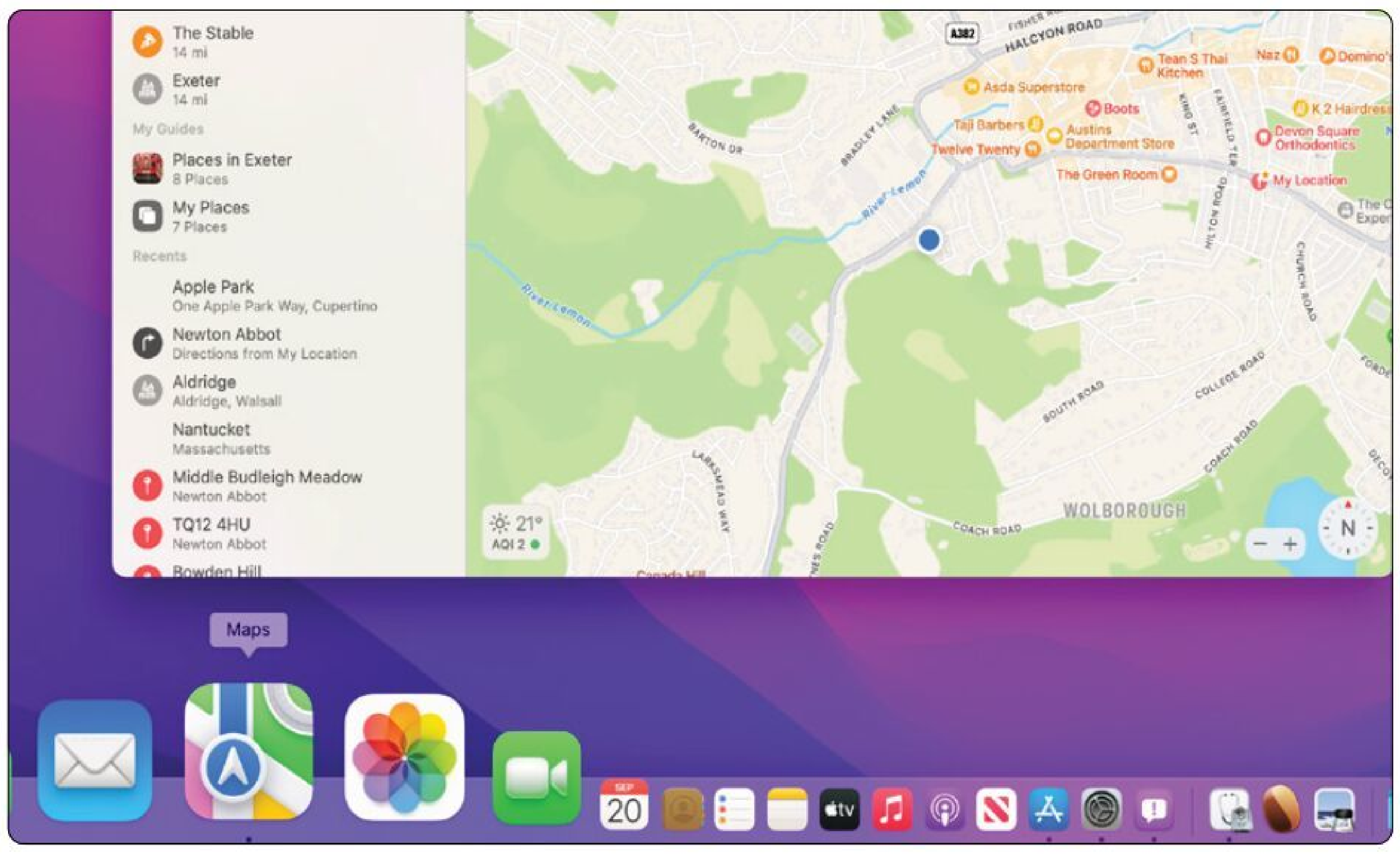
### Add or Remove an Application

To add an app, first click the icon filled with multicoloured boxes on the left-hand side of the Dock to bring up Launchpad. Then, click and drag the item you want onto the Dock. To remove it, just drag it out.



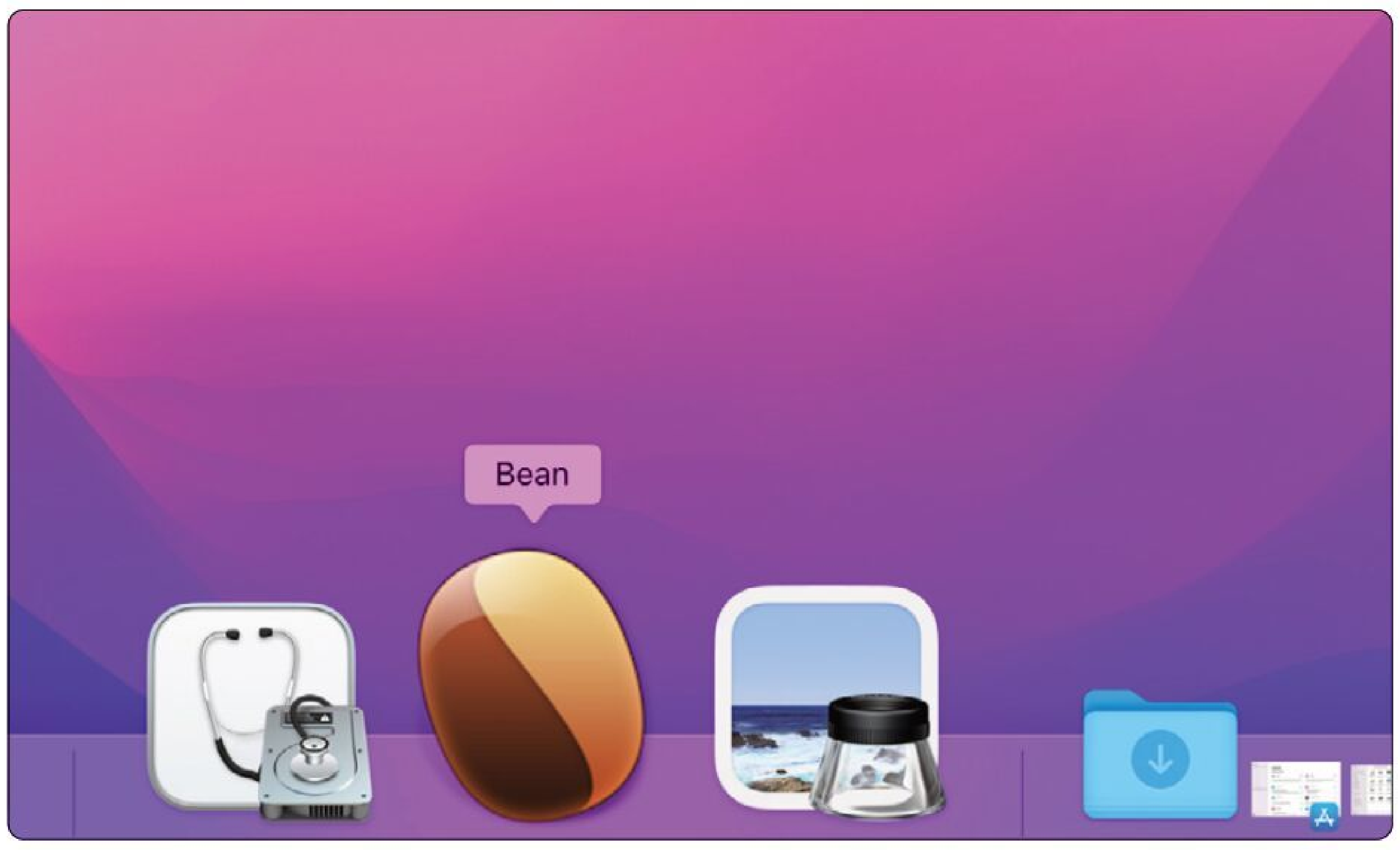
### Move an Application

To move an item to a new location in the Dock, click and drag to the required position. As you move the item the adjacent applications will move aside to allow you to drop the icon into its intended place.


The Stable
Exeter
Places in Exeter
My Places
Apple Park
Newton Abbot
Aldridge
Nantucket
Middle Budleigh Meadow
TQ12 4HU
WOLBOROUGH
Maps

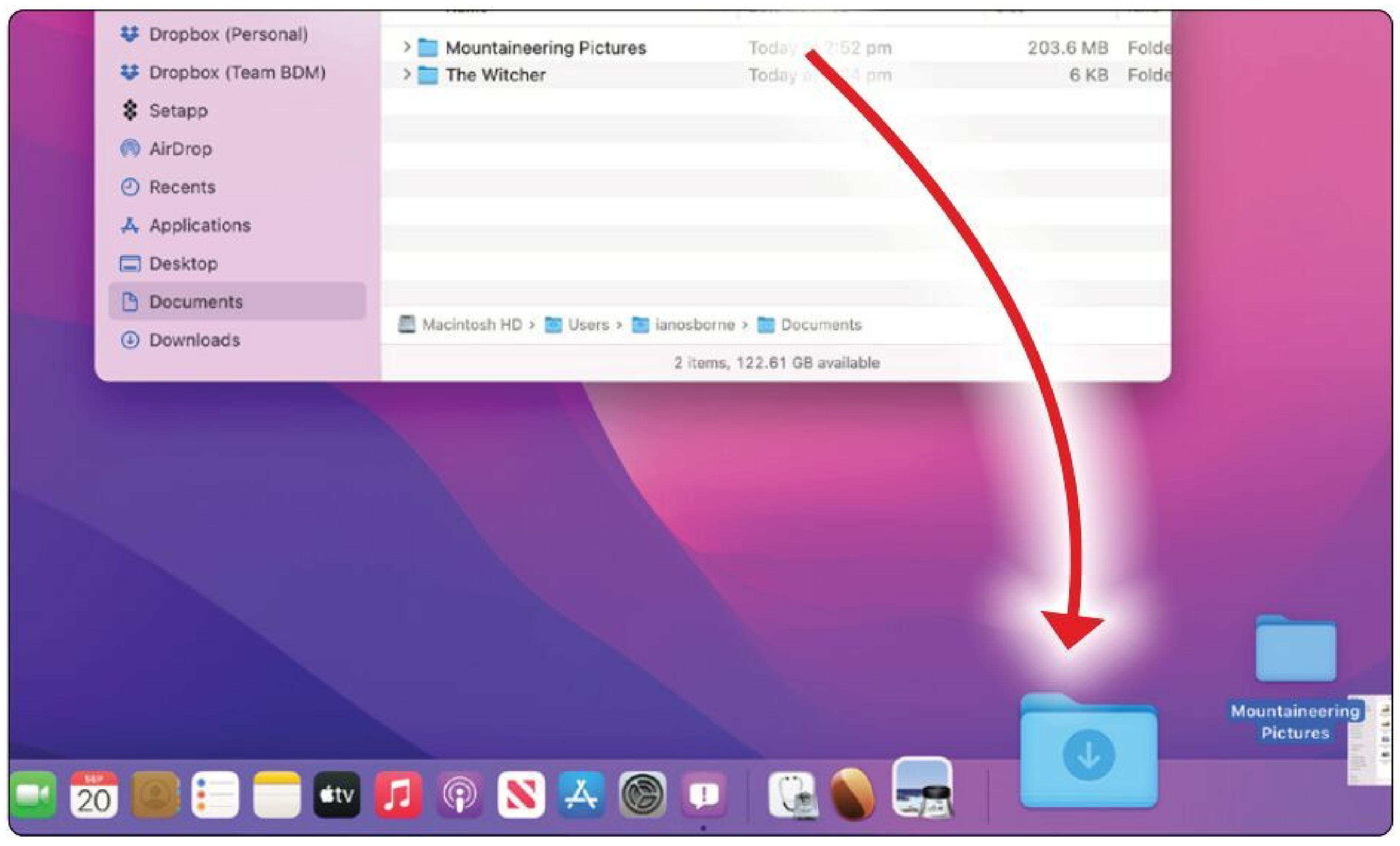
### Open an Application

To open an application that's in your Dock, simply move the mouse pointer onto the Dock and click on its icon. Notice that the app icon slightly bounces as the application opens before the main app opens.



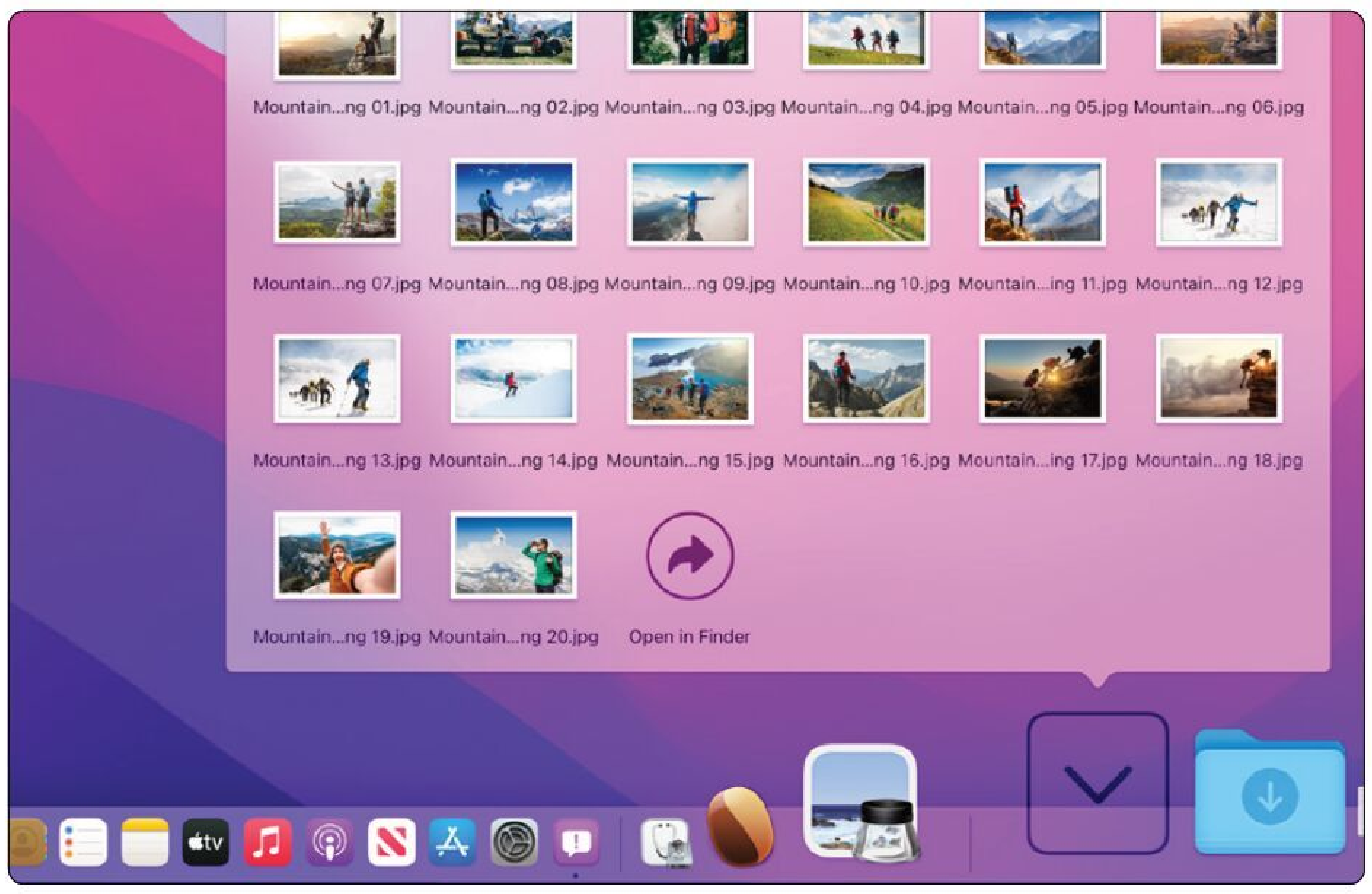
### Recently Used Applications

Applications you've recently used are shown in their own section in the right-hand side of the Dock, from where they can be used like any other Dock app. A divider separates permanent and recent apps.


Dropbox (Personal)
Dropbox (Team BDM)
Setapp
AirDrop
Recents
Applications
Desktop
Documents
Downloads
Mountaineering Pictures
The Witcher
203.6 MB
6 KB
Macintosh HD › Users › ianosborne › Documents
2 items, 122.61 GB available
Mountaineering Pictures

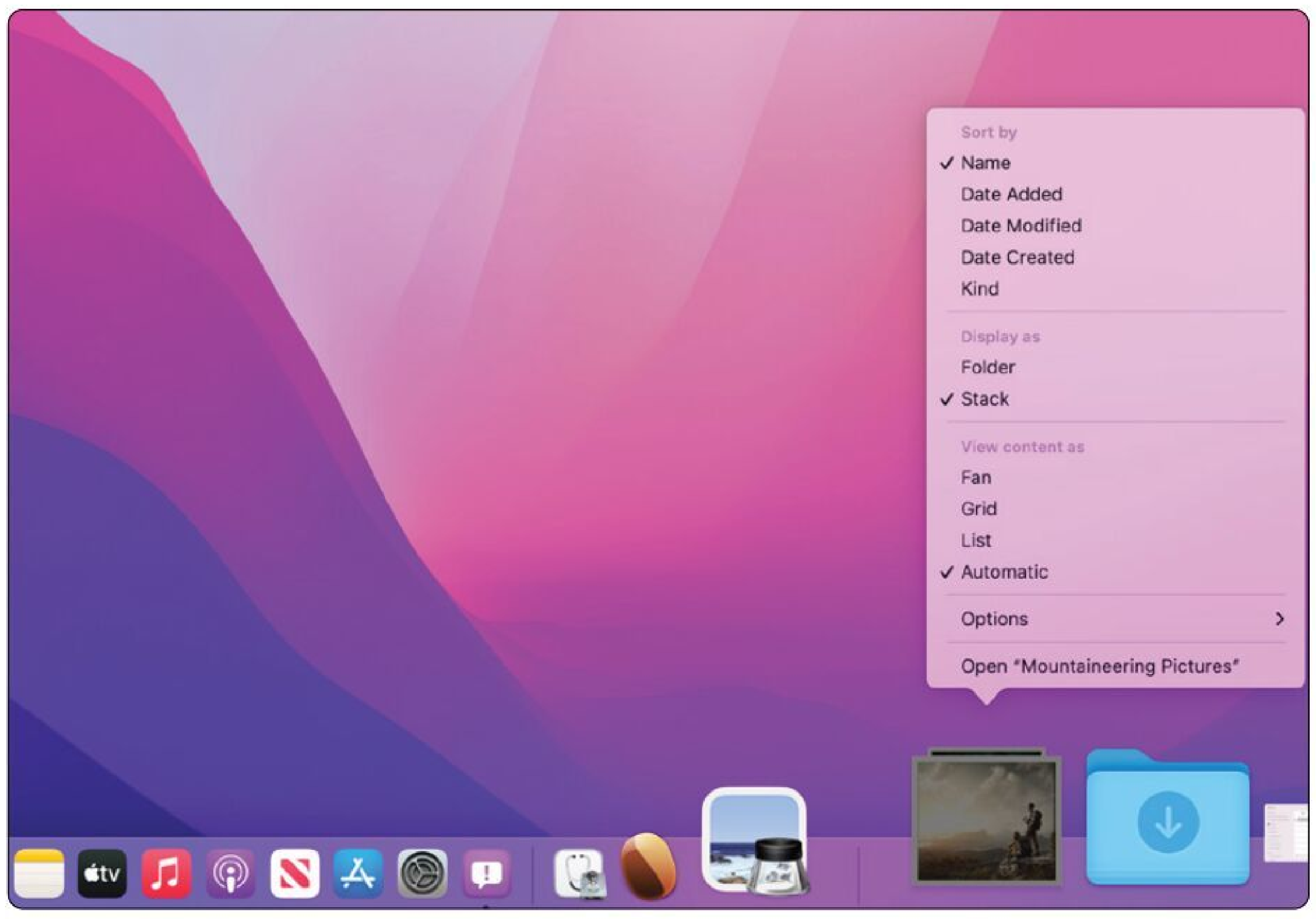
## Adding and Removing Stacks

You can add, remove and move folders in your Dock, in the same way you do with apps. These sit to the right of the Dock's second divider and are called Stacks.


Mountain...ng 01.jpg
Mountain...ng 02.jpg
Mountain...ng 03.jpg
Mountain...ng 04.jpg
Mountain...ng 05.jpg
Mountain...ng 06.jpg
Mountain...ng 07.jpg
Mountain...ng 08.jpg
Mountain...ng 09.jpg
Mountain...ng 10.jpg
Mountain...ing 11.jpg
Mountain...ng 12.jpg
Mountain...ng 13.jpg
Mountain...ng 14.jpg
Mountain...ng 15.jpg
Mountain...ng 16.jpg
Mountain...ing 17.jpg
Mountain...ng 18.jpg
Mountain...ng 19.jpg
Mountain...ng 20.jpg
Open in Finder

## Accessing Stacks

To access the files and folders within a Stack, click on it to display the contents. Clicking on a document or image opens it with an appropriate application and clicking on a folder opens it in Finder.

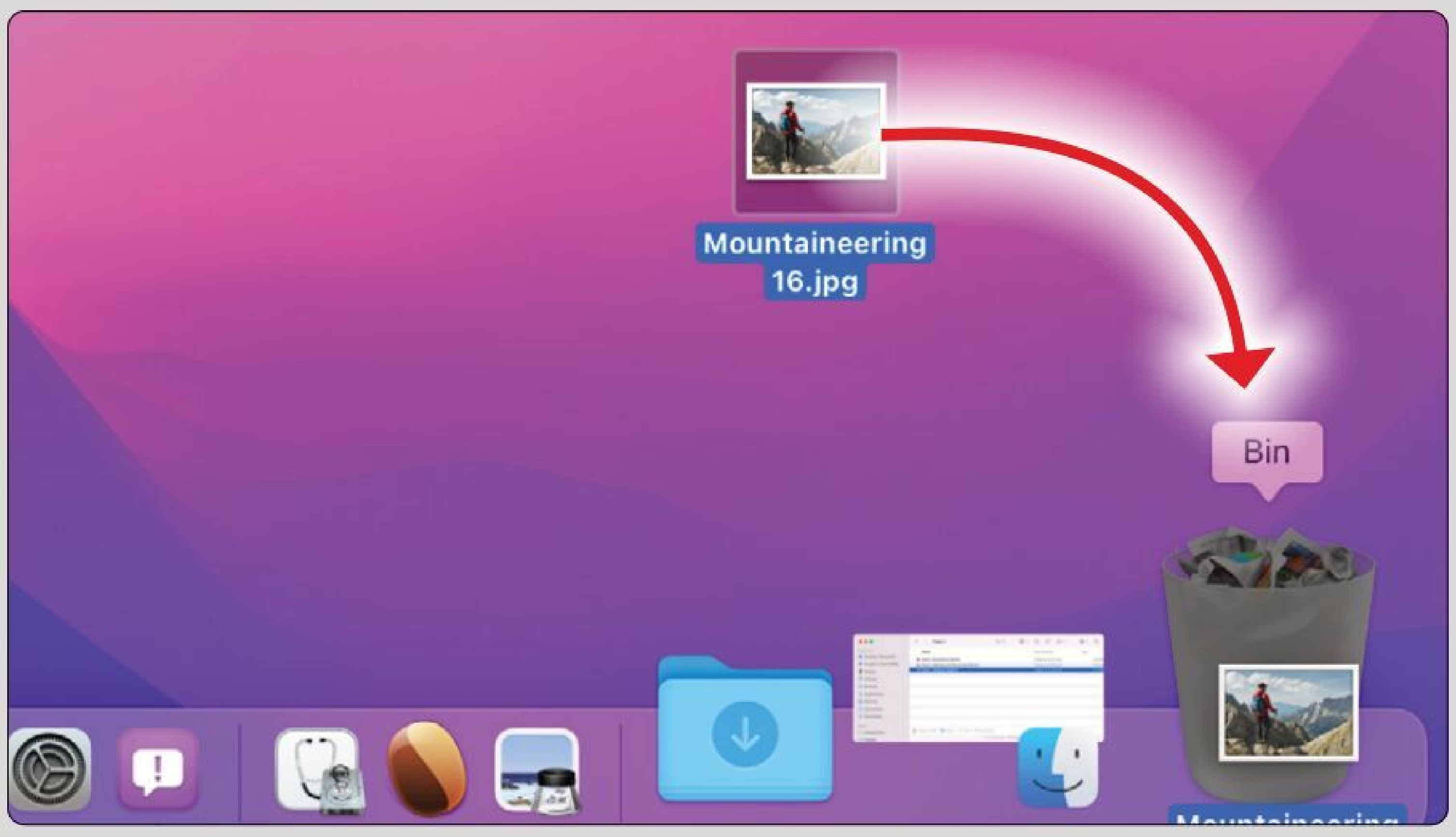

Sort by
✓ Name
Date Added
Date Modified
Date Created
Kind
Display as
Folder
✓ Stack
View content as
Fan
Grid
List
✓ Automatic
Options ›
Open "Mountaineering Pictures"

## Viewing Options

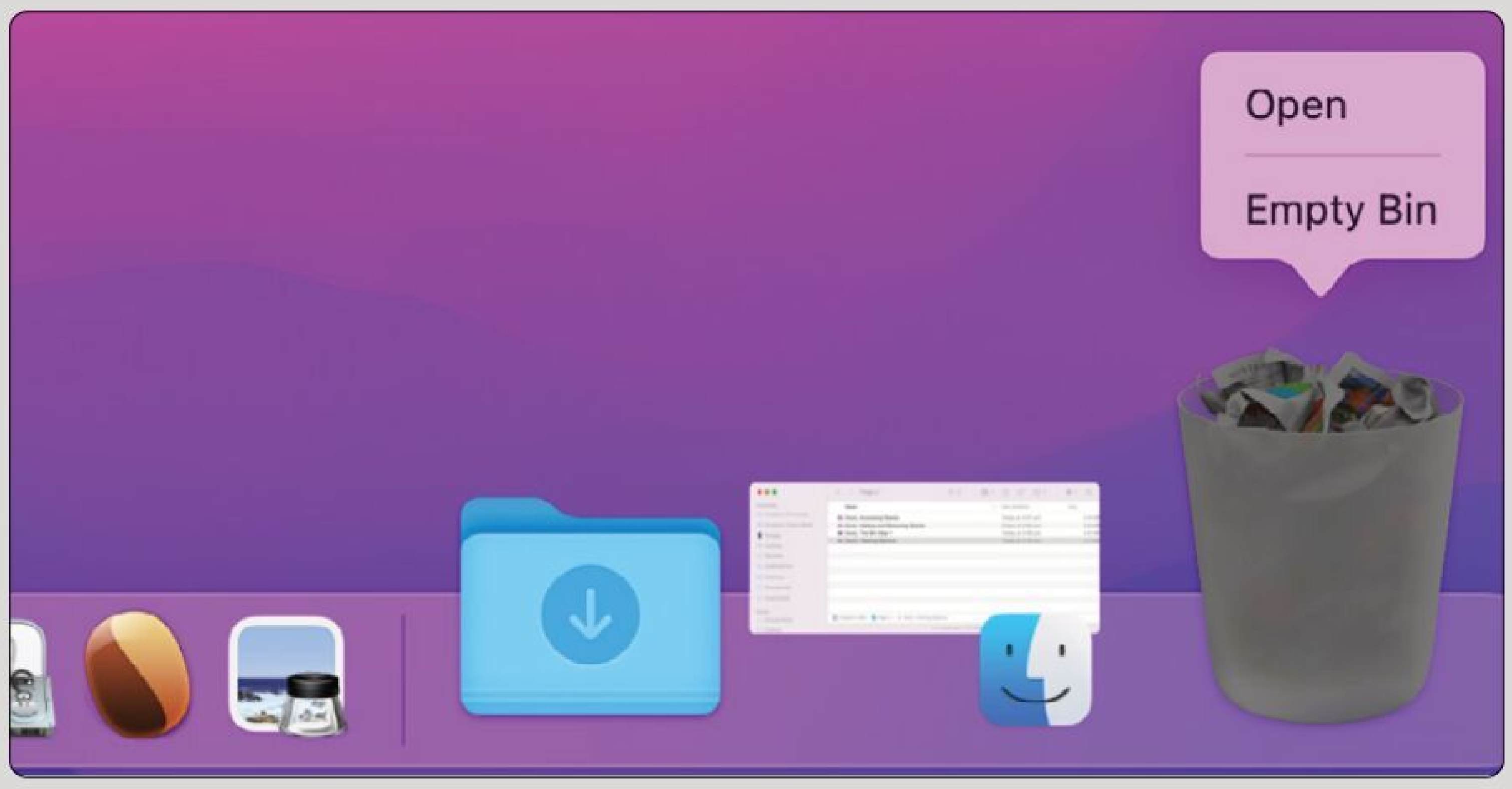
Right-click or ctrl-click on a Stack for a pop-up menu with a range of options. You can show your files as a Stack (a pile of files) or as a folder. You can also choose how they're displayed when you click the Stack.

# The Bin.

The Bin icon is located at the far right of the Dock and can be filled and emptied just like a real rubbish bin.


Mountaineering 16.jpg
Bin

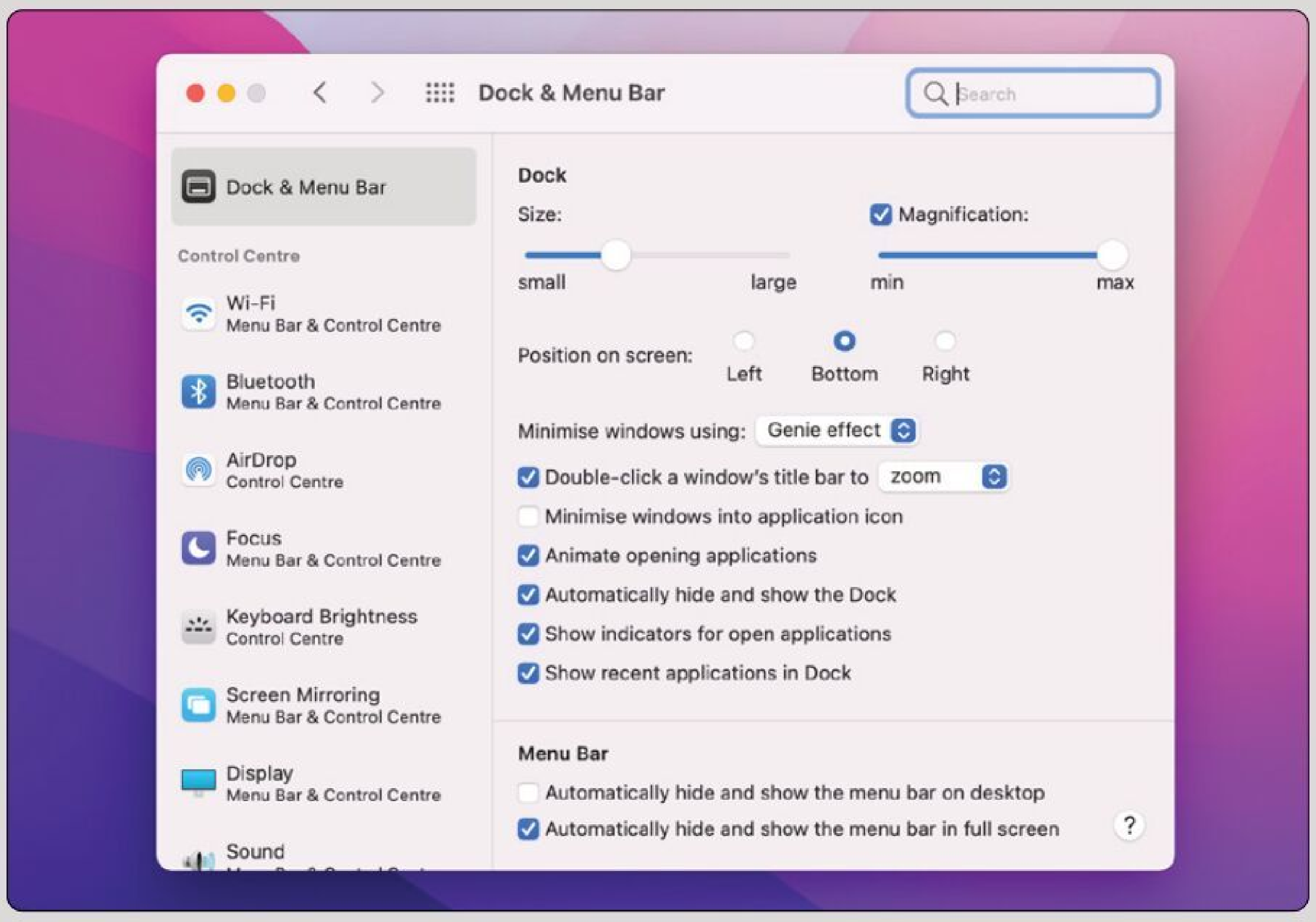
You can delete a file, folder or app by dragging it into the Bin on the right-hand side of the Dock. Alternatively, right-click or Ctrl-click on it and select Move to Bin from the contextual menu that appears.


Open
Empty Bin

To retrieve a file from Bin, click on the Bin icon in the Dock to open it in Finder, then drag the file out of the Bin window. To empty Bin, right-click on it and choose 'Empty Bin', or in the Bin window, click on the Empty button (top right).

# Customising the Dock.

You can customise your Dock in System Preferences from the Apple menu and selecting Dock & Menu Bar. From here, you can place the Dock on the right, left or bottom of the screen, opt to show and hide it, change its size, change its magnification, choose a minimisation effect and more.


Dock & Menu Bar
Search
Dock & Menu Bar
Control Centre
Wi-Fi
Menu Bar & Control Centre
Bluetooth
Menu Bar & Control Centre
AirDrop
Control Centre
Focus
Menu Bar & Control Centre
Keyboard Brightness
Control Centre
Screen Mirroring
Menu Bar & Control Centre
Display
Menu Bar & Control Centre
Sound
small
large
min
max
?

**Dock**

Size:

☑ Magnification:

Position on screen: ○ Left ● Bottom ○ Right

Minimise windows using: Genie effect

☑ Double-click a window's title bar to zoom

☐ Minimise windows into application icon

☑ Animate opening applications

☑ Automatically hide and show the Dock

☑ Show indicators for open applications

☑ Show recent applications in Dock

**Menu Bar**

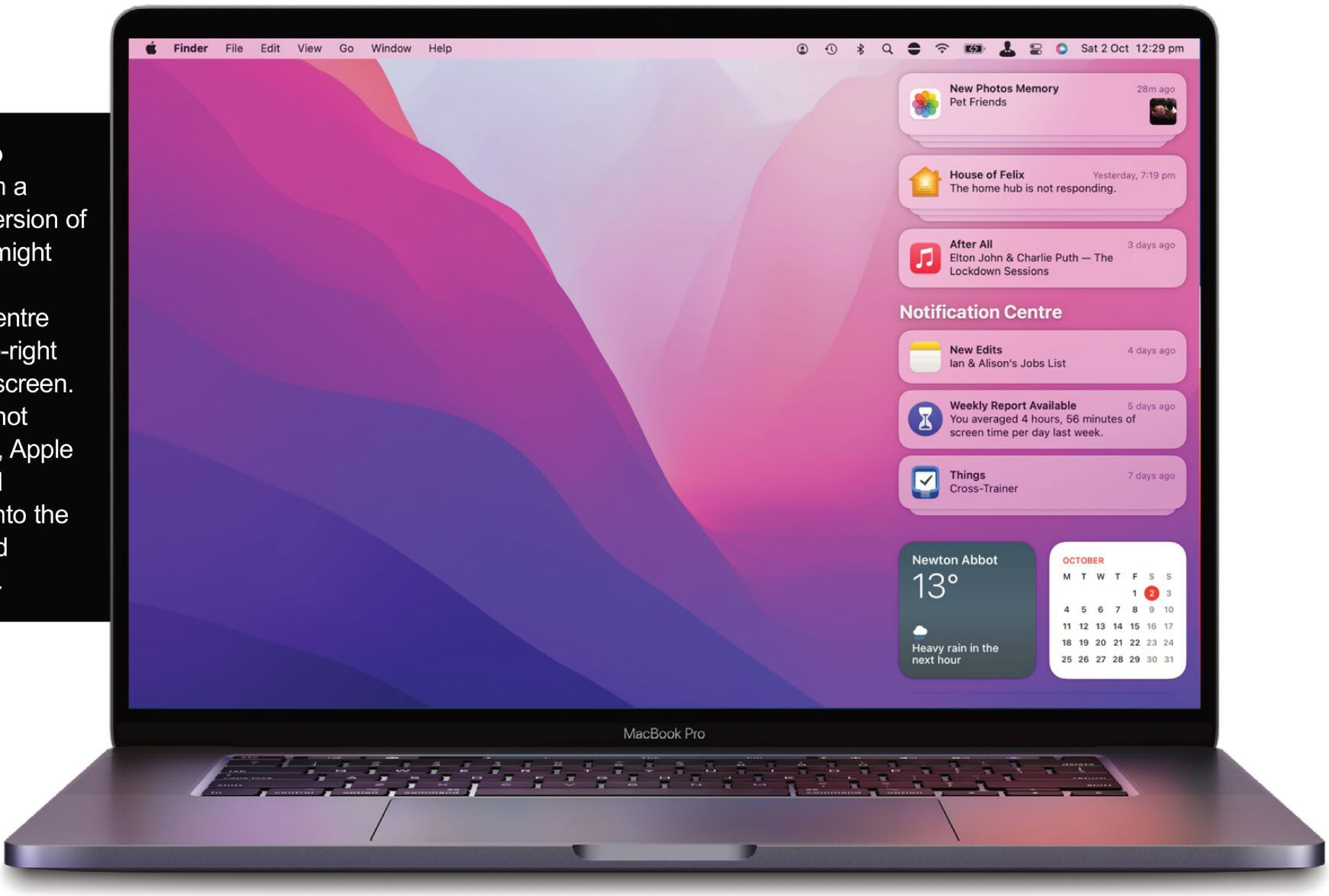
☐ Automatically hide and show the menu bar on desktop

☑ Automatically hide and show the menu bar in full screen

# Notifications
## See What's Going On

Apps and functions on your Mac can send you notifications, which let you know what's going on. When you receive a message or an email, for example, you can get a notification telling you that it's arrived. You can customise them too.

If you came to Monterey from a pre-Big Sur version of macOS, you might look for the Notification Centre icon in the top-right corner of the screen. However, it's not there. Instead, Apple has integrated Notifications into the Date/Time and Widgets zone.



**New Photos Memory** 28m ago
Pet Friends

**House of Felix** Yesterday, 7:19 pm
The home hub is not responding.

**After All** 3 days ago
Elton John & Charlie Puth — The Lockdown Sessions

**New Edits** 4 days ago
Ian & Alison's Jobs List

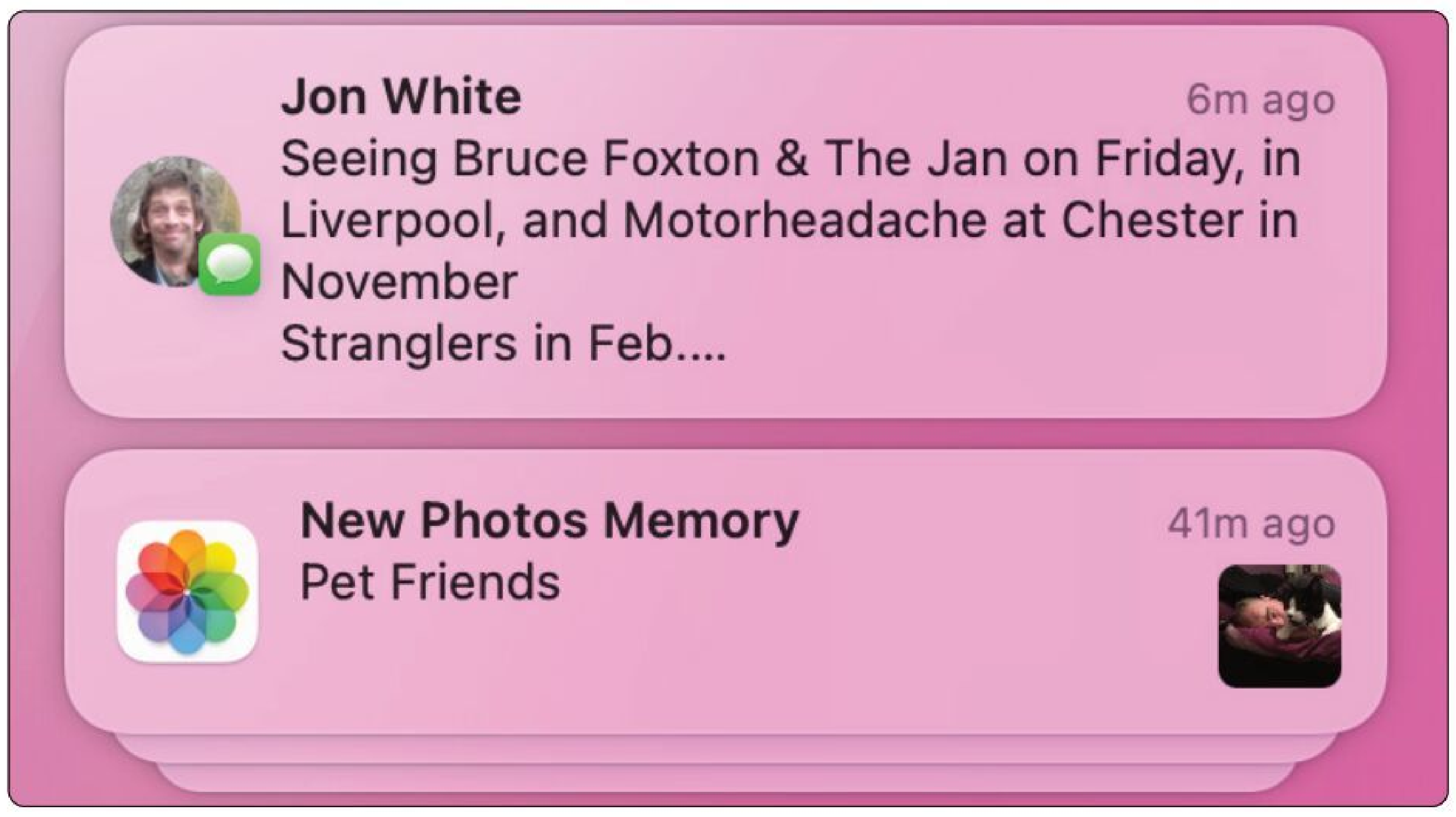
**Weekly Report Available** 5 days ago
You averaged 4 hours, 56 minutes of screen time per day last week.

**Things** 7 days ago
Cross-Trainer

Moving notifications to the Date and Time and combining them with widgets is a clever move on the part of Apple. All you need to do to view your notifications is to click on the Date and Time in the top-right of the desktop. If there are any, they appear at the top of the slide-in area that appears from the right-side of the screen.

Notifications are grouped together depending on the app they're coming from. For example, the News app displays notifications based on what news channels you've decided can send alerts to you. If you click on a notification in the group, the rest expand so you can see all the available notifications of that group. And clicking on a notification, whether it's from Messages, News and so on, opens up the corresponding app.

This makes viewing notifications a much more efficient process, since there's a minimal need for mouse clicks, and it's easy to see which notification belongs to which app. If you're on the lookout for an important news flash report, for example, you can quickly get the information you need when it appears on your screen.

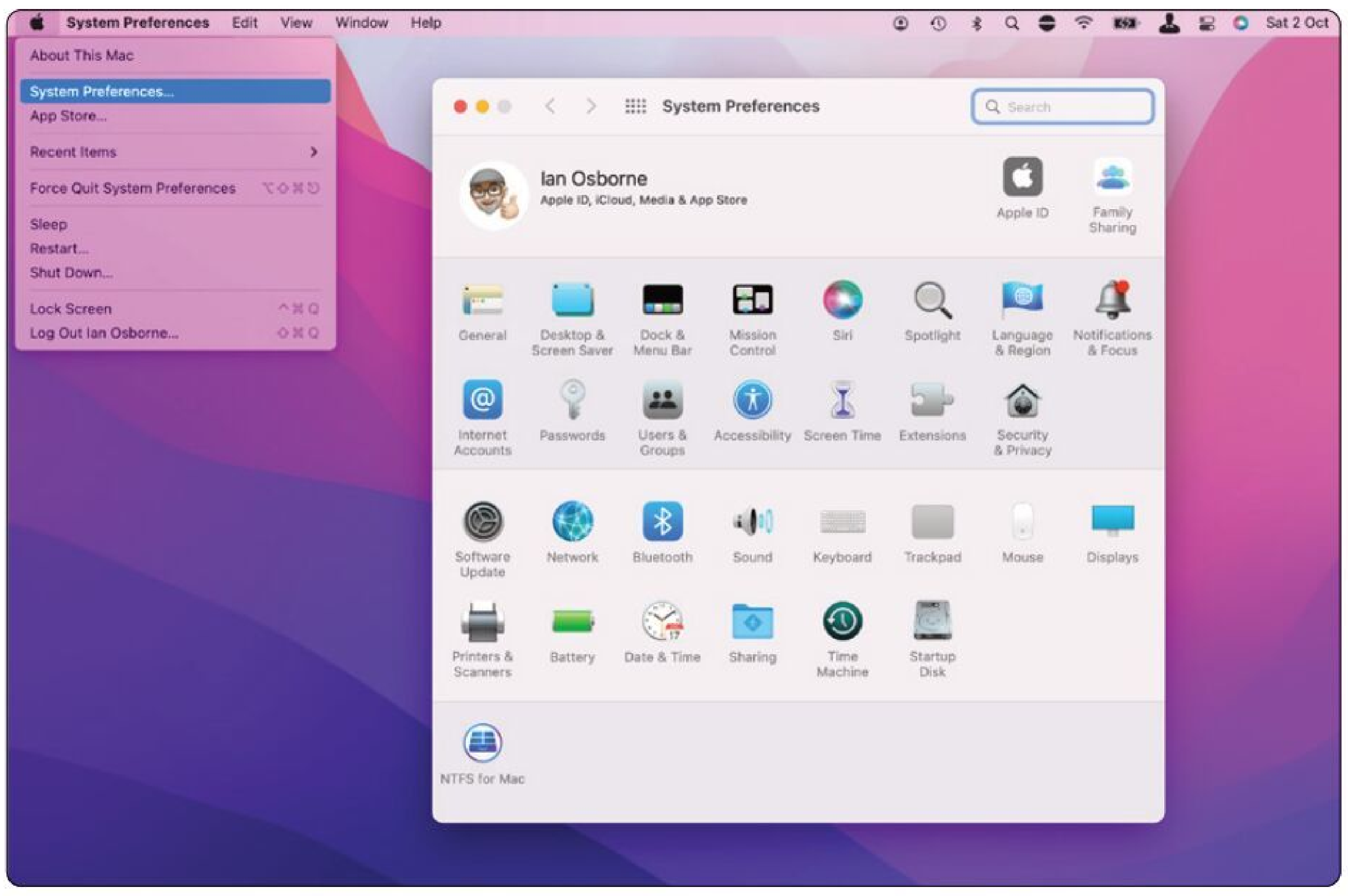


**Jon White** 6m ago
Seeing Bruce Foxton & The Jan on Friday, in Liverpool, and Motorheadache at Chester in November
Stranglers in Feb....

**New Photos Memory** 41m ago
Pet Friends

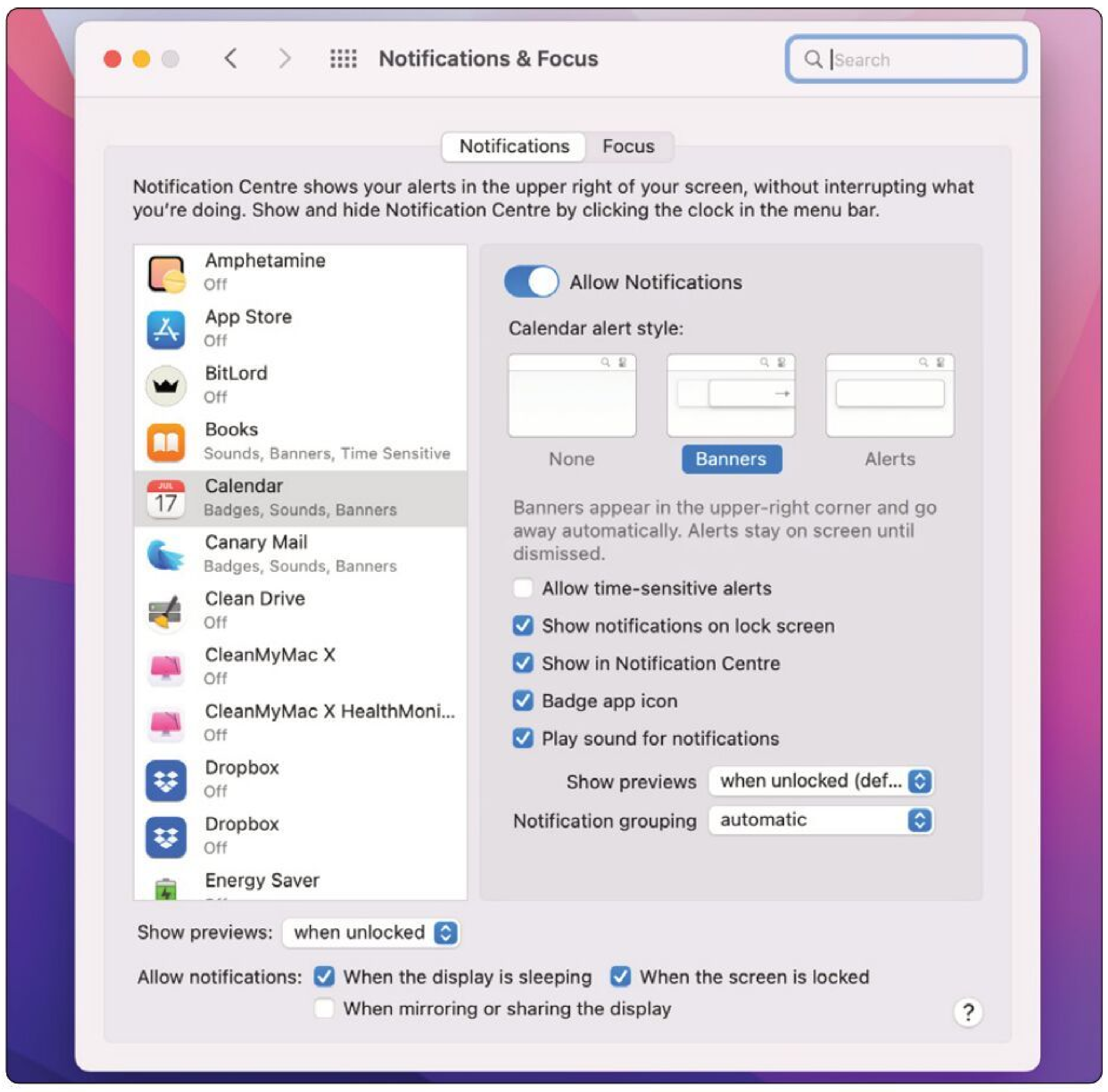
Hover over a notification for an expansion chevron in the upper-right corner. Click it and the notification expands to display more information. In addition, by moving the mouse pointer over the notification bubble you'll also see an X in the opposite top corner, for dismissing the notification.

# Creating and Removing Notifications


System Preferences
Edit
View
Window
Help
Sat 2 Oct
About This Mac
System Preferences...
App Store...
Recent Items
Force Quit System Preferences
Sleep
Restart...
Shut Down...
Lock Screen
Log Out Ian Osborne...
System Preferences
Ian Osborne
Apple ID, iCloud, Media & App Store
Apple ID
Family Sharing
General
Desktop & Screen Saver
Dock & Menu Bar
Mission Control
Siri
Spotlight
Language & Region
Notifications & Focus
Internet Accounts
Passwords
Users & Groups
Accessibility
Screen Time
Extensions
Security & Privacy
Software Update
Network
Bluetooth
Sound
Keyboard
Trackpad
Mouse
Displays
Printers & Scanners
Battery
Date & Time
Sharing
Time Machine
Startup Disk
NTFS for Mac

**1** Adding and removing app notifications is as simple as navigating to System Preferences > Notifications & Focus. It's the 'Bell' icon on the right-hand side of the System Preferences window as it opens.

From there, click the Notifications tab and you're presented with all the available apps installed on your Mac that can provide a notification of some sort. Scroll through the list of apps on the left pane of the Notifications window until you find the app you want to setup Notifications for, and click on the name of the app.


Notifications & Focus
Search
Notifications
Focus

Notification Centre shows your alerts in the upper right of your screen, without interrupting what you're doing. Show and hide Notification Centre by clicking the clock in the menu bar.

| | |
|---|---|
| Amphetamine | Off |
| App Store | Off |
| BitLord | Off |
| Books | Sounds, Banners, Time Sensitive |
| Calendar | Badges, Sounds, Banners |
| Canary Mail | Badges, Sounds, Banners |
| Clean Drive | Off |
| CleanMyMac X | Off |
| CleanMyMac X HealthMoni... | Off |
| Dropbox | Off |
| Dropbox | Off |
| Energy Saver | |

Allow Notifications

Calendar alert style: None / Banners / Alerts

Banners appear in the upper-right corner and go away automatically. Alerts stay on screen until dismissed.

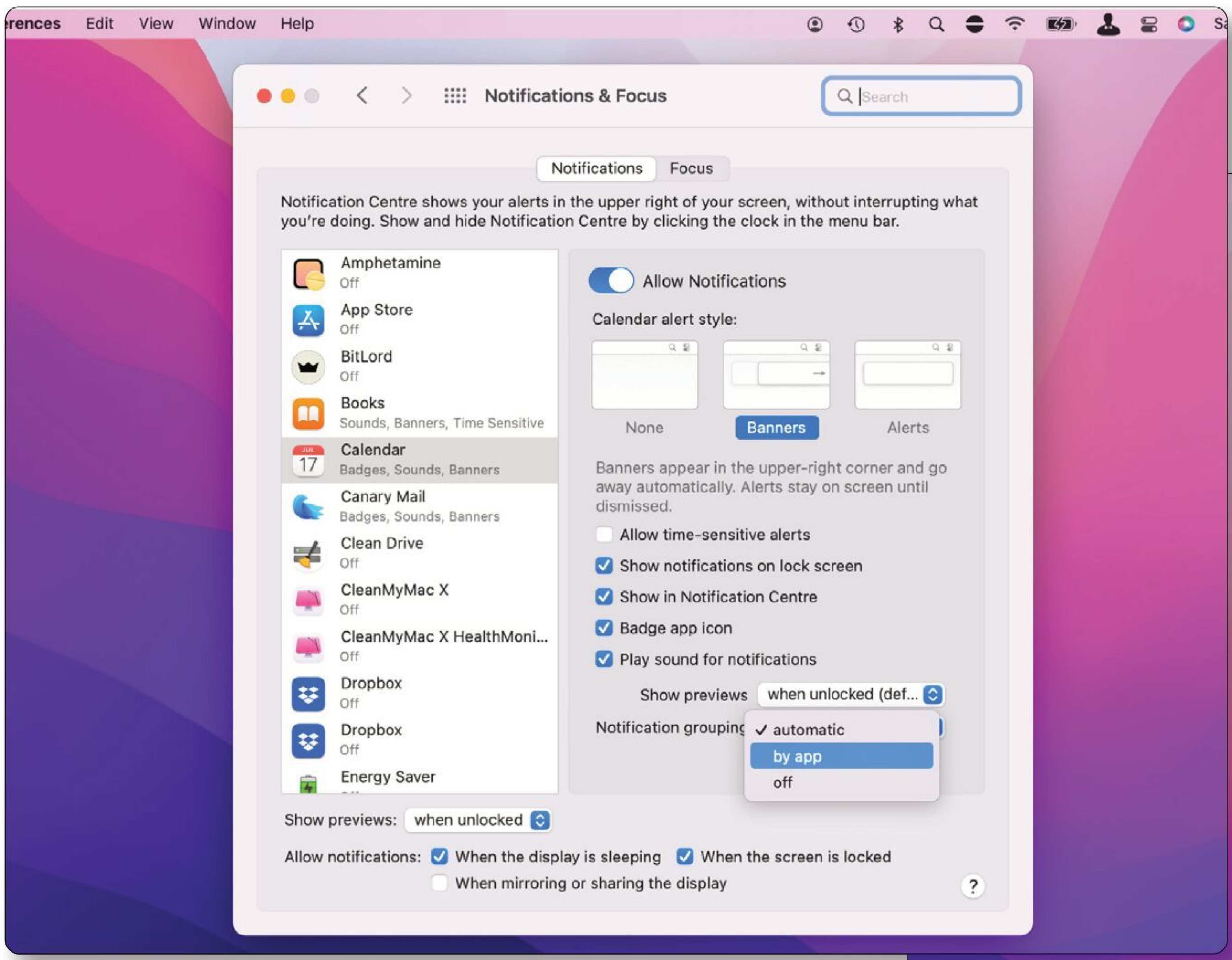
☐ Allow time-sensitive alerts
☑ Show notifications on lock screen
☑ Show in Notification Centre
☑ Badge app icon
☑ Play sound for notifications

Show previews: when unlocked (def...
Notification grouping: automatic

Show previews: when unlocked

Allow notifications: ☑ When the display is sleeping ☑ When the screen is locked
☐ When mirroring or sharing the display

**2** When you've found the app you want to create a Notification for, click on the 'Allow Notification from…' slider button to activate it.


rences
Edit
View
Window
Help
Notifications & Focus
Search
Notifications
Focus

Notification Centre shows your alerts in the upper right of your screen, without interrupting what you're doing. Show and hide Notification Centre by clicking the clock in the menu bar.

| | |
|---|---|
| Amphetamine | Off |
| App Store | Off |
| BitLord | Off |
| Books | Sounds, Banners, Time Sensitive |
| Calendar | Badges, Sounds, Banners |
| Canary Mail | Badges, Sounds, Banners |
| Clean Drive | Off |
| CleanMyMac X | Off |
| CleanMyMac X HealthMoni... | Off |
| Dropbox | Off |
| Dropbox | Off |
| Energy Saver | |

Allow Notifications

Calendar alert style: None / Banners / Alerts

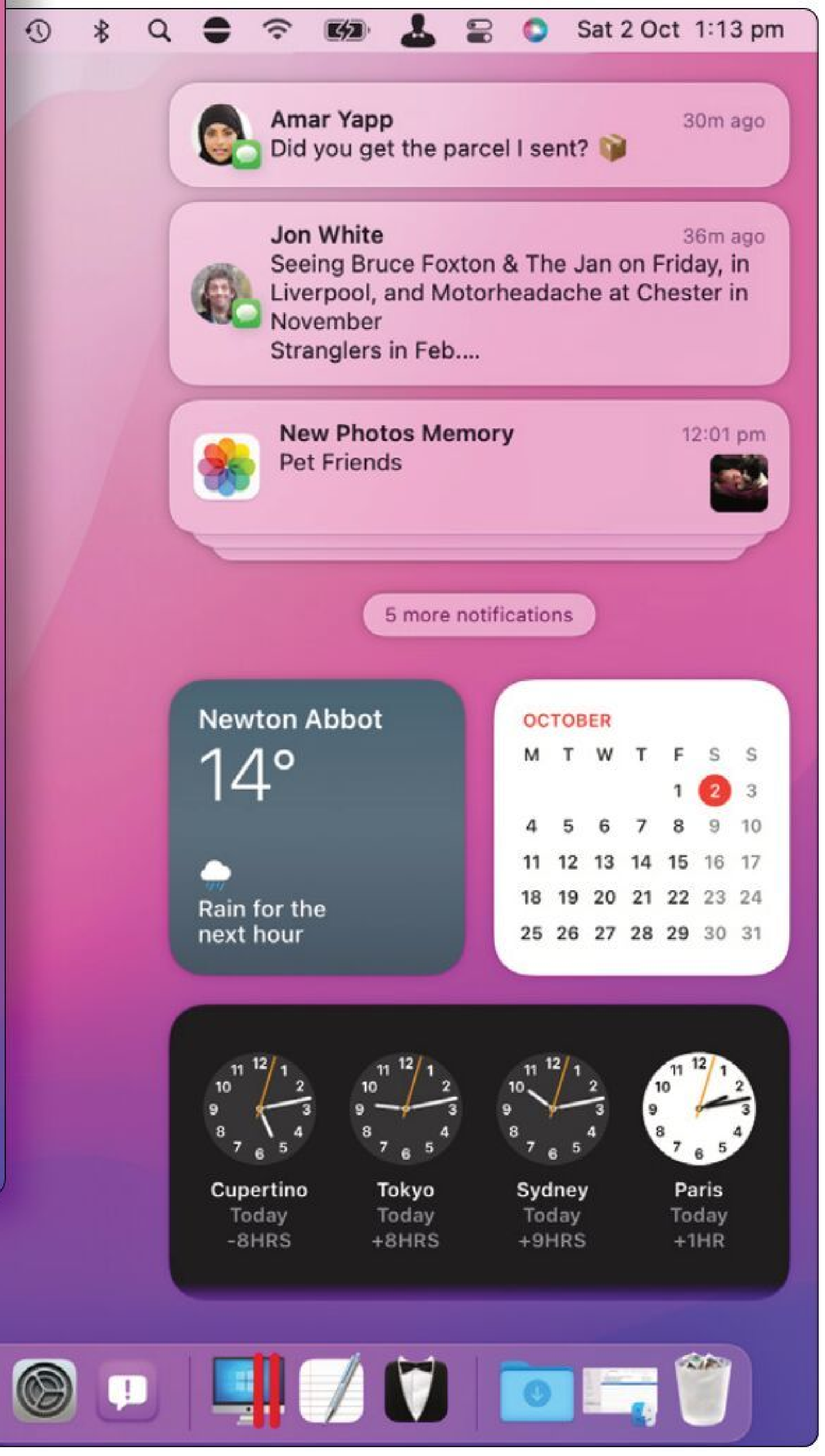
Banners appear in the upper-right corner and go away automatically. Alerts stay on screen until dismissed.

☐ Allow time-sensitive alerts
☑ Show notifications on lock screen
☑ Show in Notification Centre
☑ Badge app icon
☑ Play sound for notifications

Show previews: when unlocked (def...
Notification grouping: ✓ automatic / by app / off

Show previews: when unlocked

Allow notifications: ☑ When the display is sleeping ☑ When the screen is locked
☐ When mirroring or sharing the display


Sat 2 Oct 1:13 pm
5 more notifications
Newton Abbot
14°
Rain for the next hour
OCTOBER
M T W T F S S
Cupertino
Today
-8HRS
Tokyo
Today
+8HRS
Sydney
Today
+9HRS
Paris
Today
+1HR

**Amar Yapp** 30m ago
Did you get the parcel I sent?

**Jon White** 36m ago
Seeing Bruce Foxton & The Jan on Friday, in Liverpool, and Motorheadache at Chester in November
Stranglers in Feb....

**New Photos Memory** 12:01 pm
Pet Friends

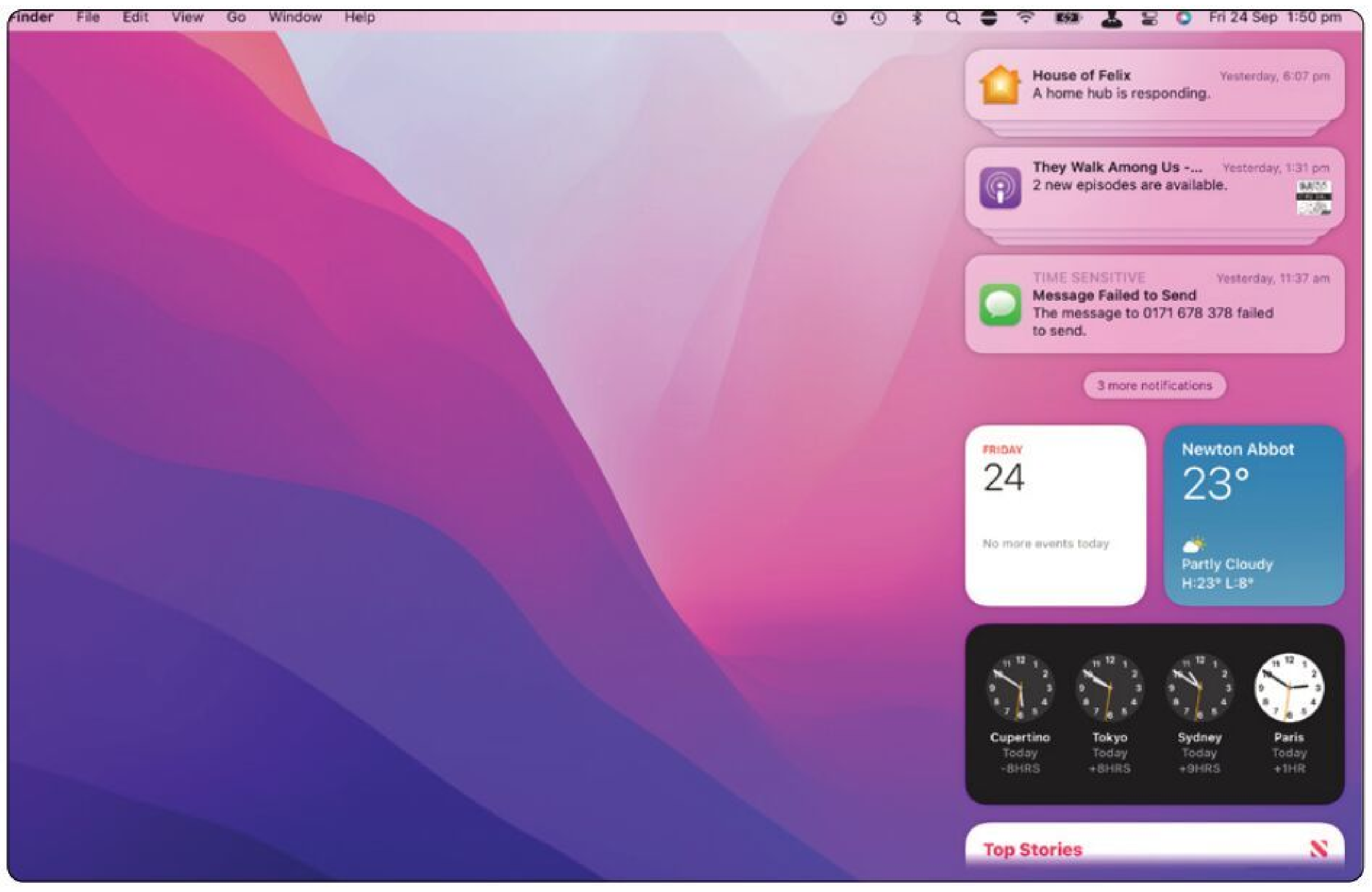
**3** Within the Notifications window, you can set a number of options for how you want to review any Notifications from the app you've activated. For example, the Alert Style can be adjusted to None, Banners (the default, and the one that most folk will use), and Alerts. You can also opt to display Notifications on the lock screen – although this is considered a security risk if you leave your Mac unattended. There's also options to play a sound when a Notification comes in and you can set the Notification Grouping to Automatic, By App or Off.

**4** As you continue to use your Mac, so the number of Notifications you generate will increase, over the course of a week or even a day. You'll quickly come to appreciate the Notifications layout and design and how it greatly improves the process of discovering alerts and notifications.

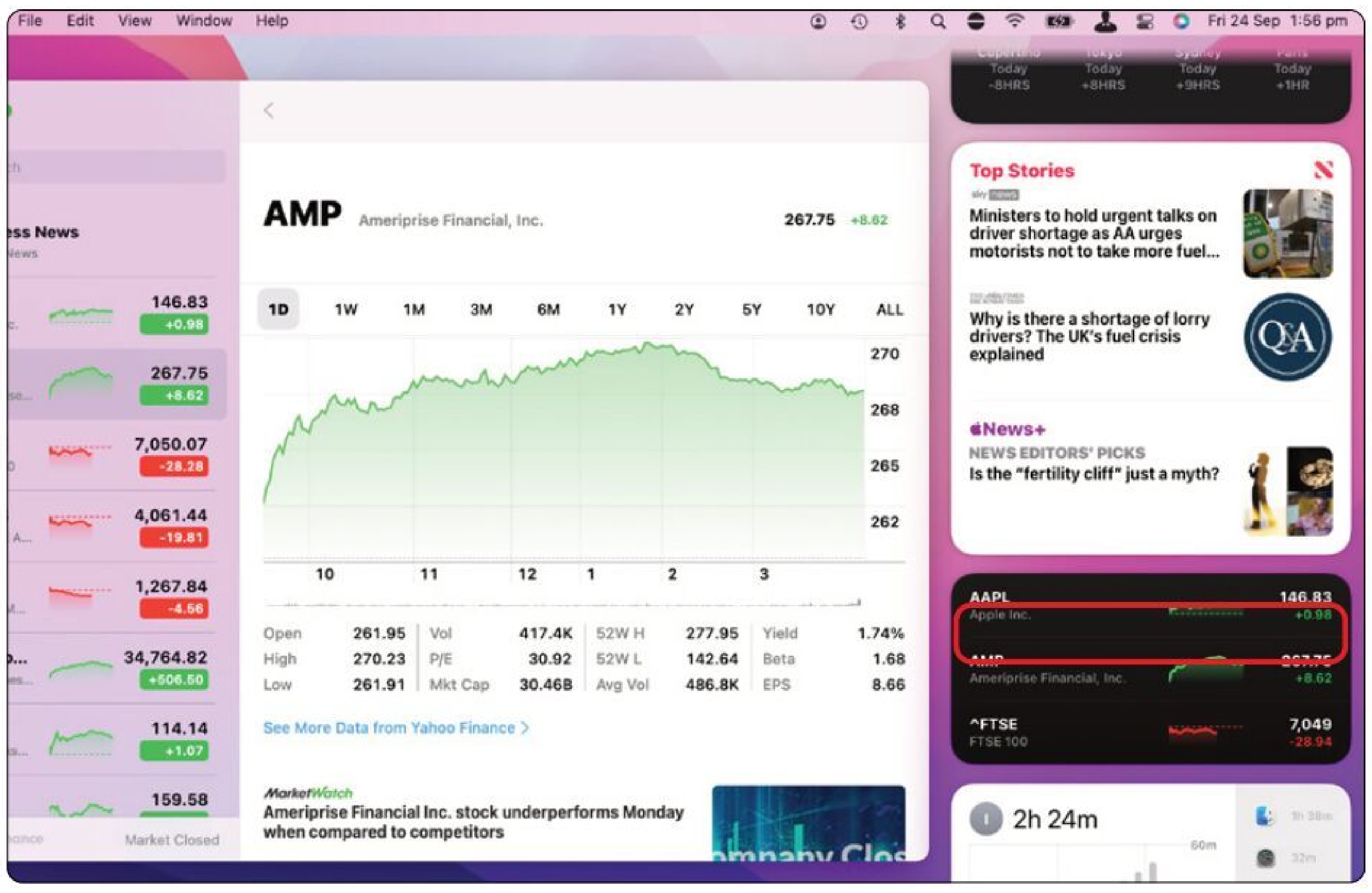
# Working with Monterey's Widgets

Widgets are a useful way of getting quick and easy access to an app's functionality, without having to open the app itself. You can, for example, see today's calendar events or weather, or check the latest news stories from the Apple News app. You can edit your widgets to suit your needs too.

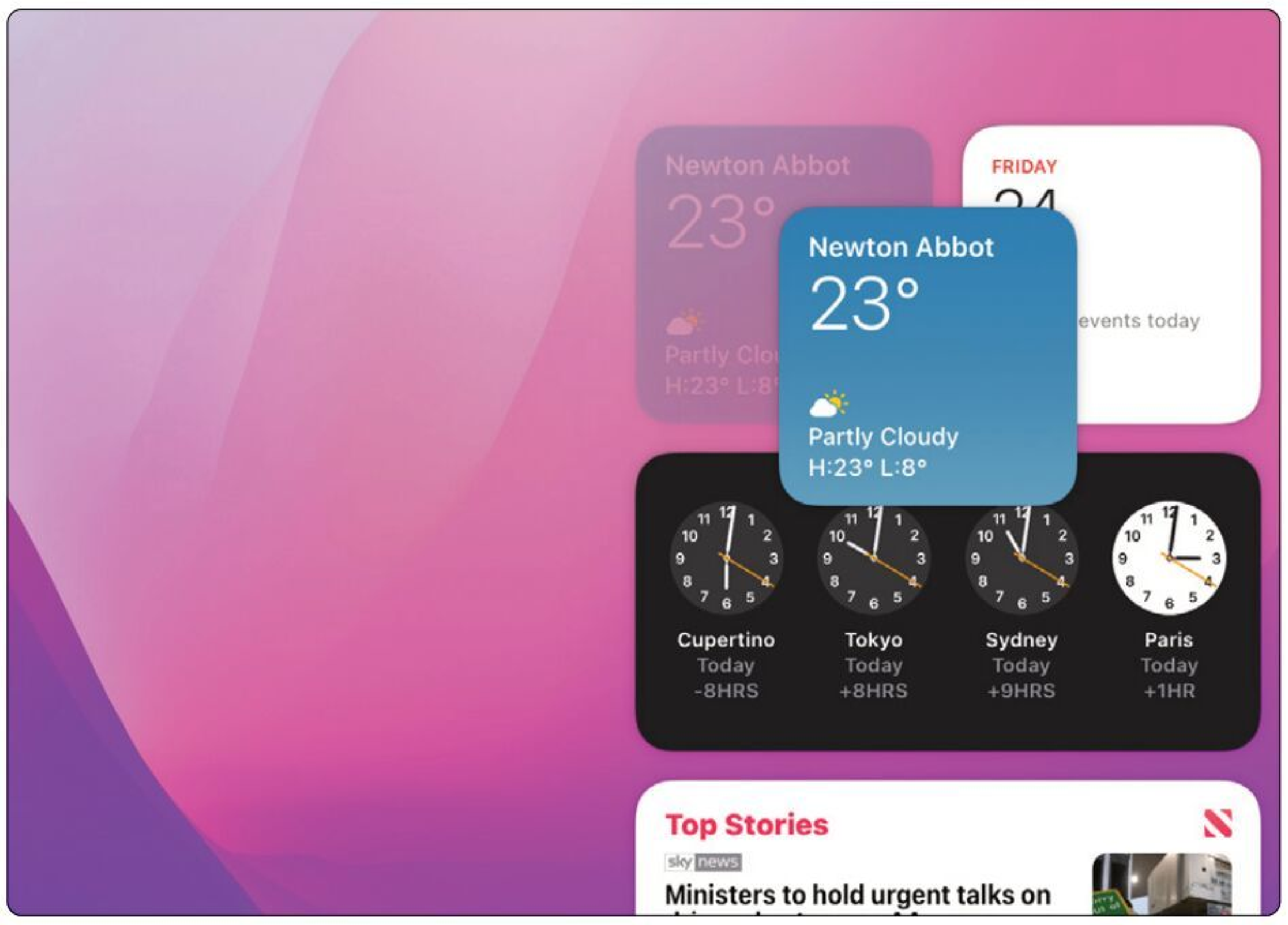
## First Steps with Widgets



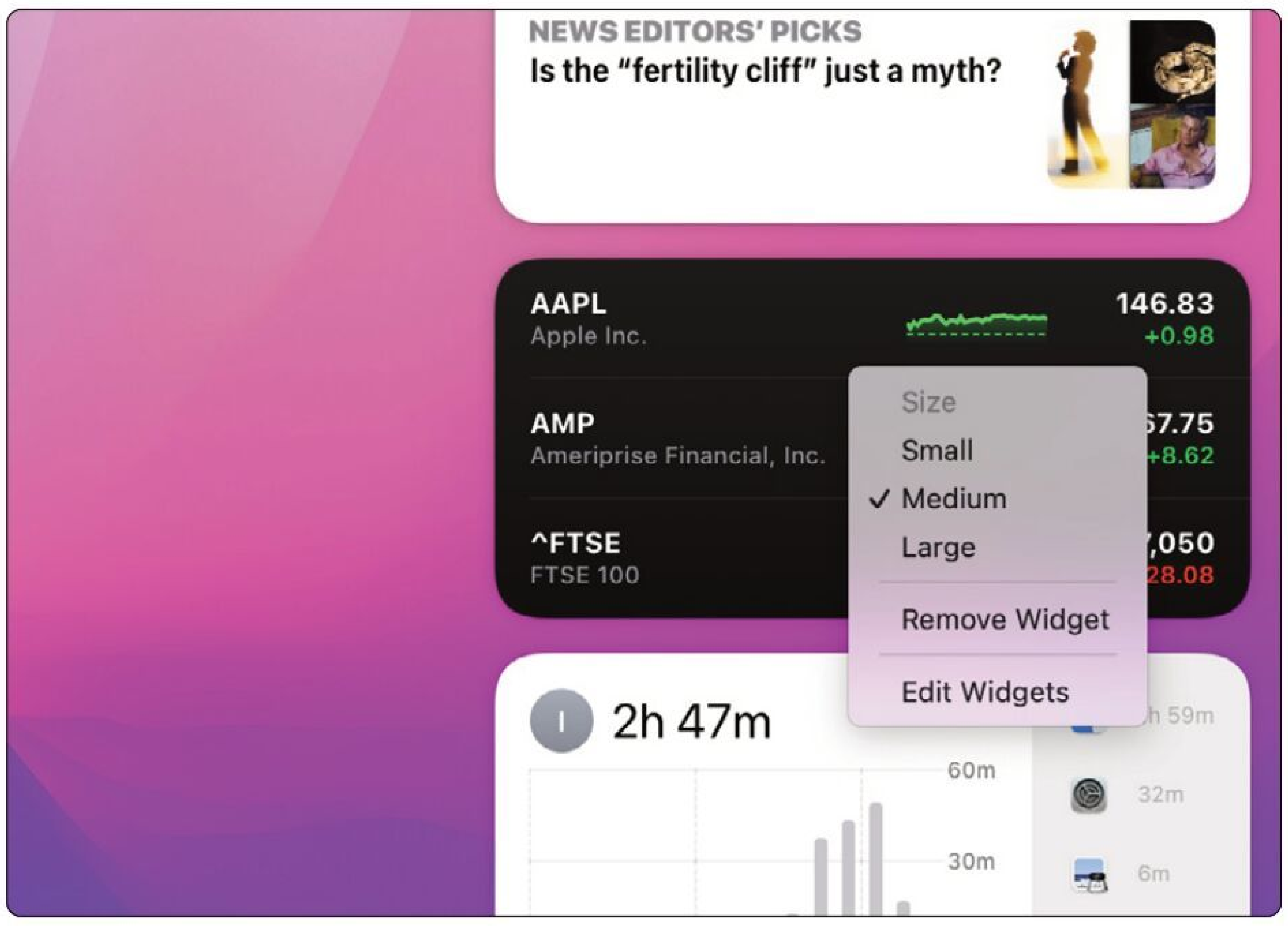
**1** To access your widgets, click on the clock and date in the top-right corner of the screen. The widgets are found underneath the notifications. You can scroll the notifications and widgets up and down with two fingers on a trackpad.



**2** Click on a widget to open the app that created it, or in some cases, the website from where its information is drawn. Here we clicked the AMP share price in the Stocks widget, which opened the Stocks app on the AMP details page.

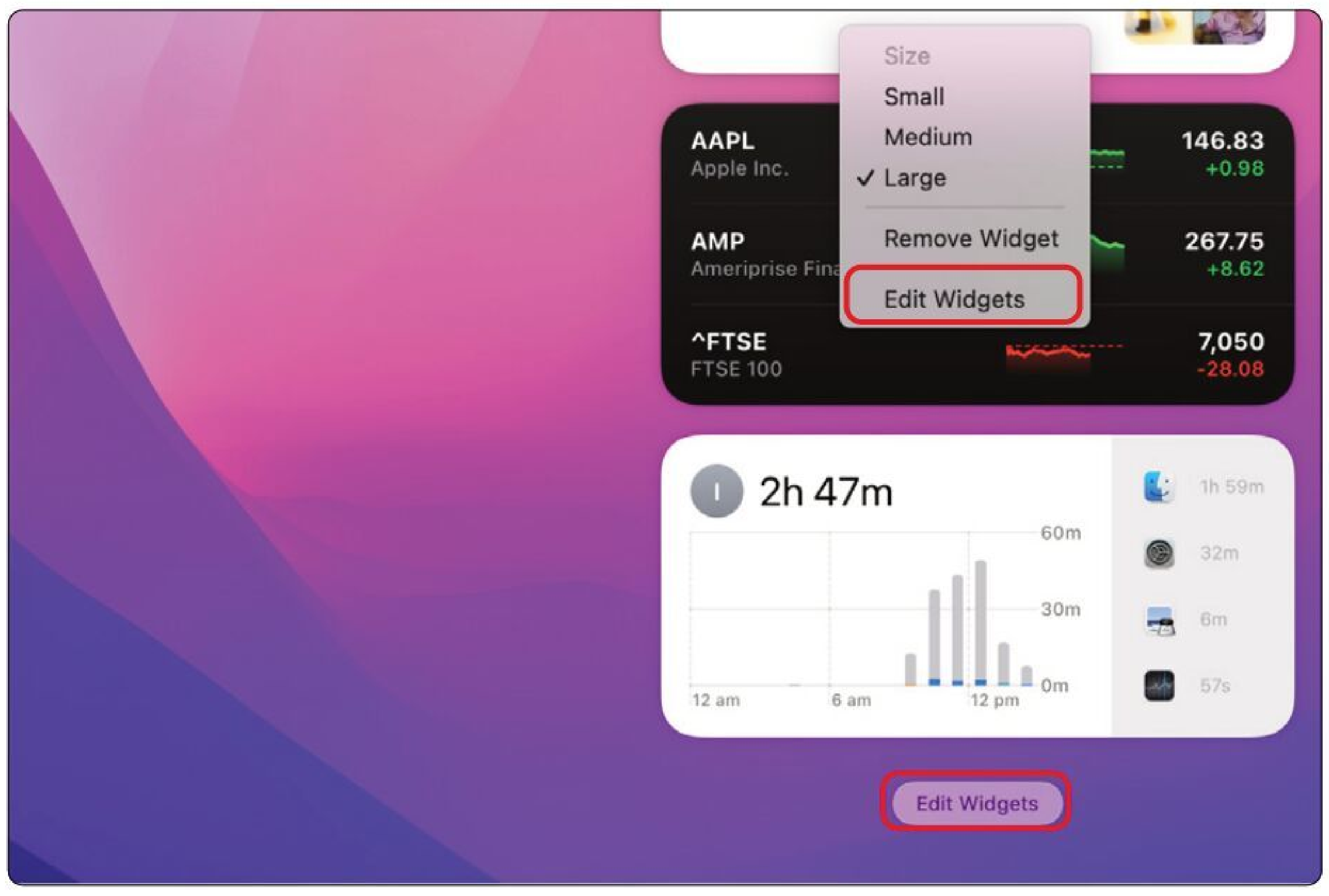

Newton Abbot
23°
Partly Cloudy
H:23° L:8°
FRIDAY
events today
Cupertino
Today
-8HRS
Tokyo
Today
+8HRS
Sydney
Today
+9HRS
Paris
Today
+1HR
Top Stories

**3** You can drag widgets out of their current position and drop them into a new place, just like you do with app icons in Launchpad. Reorder them to suit; maybe move the most used widgets to the top of the column.

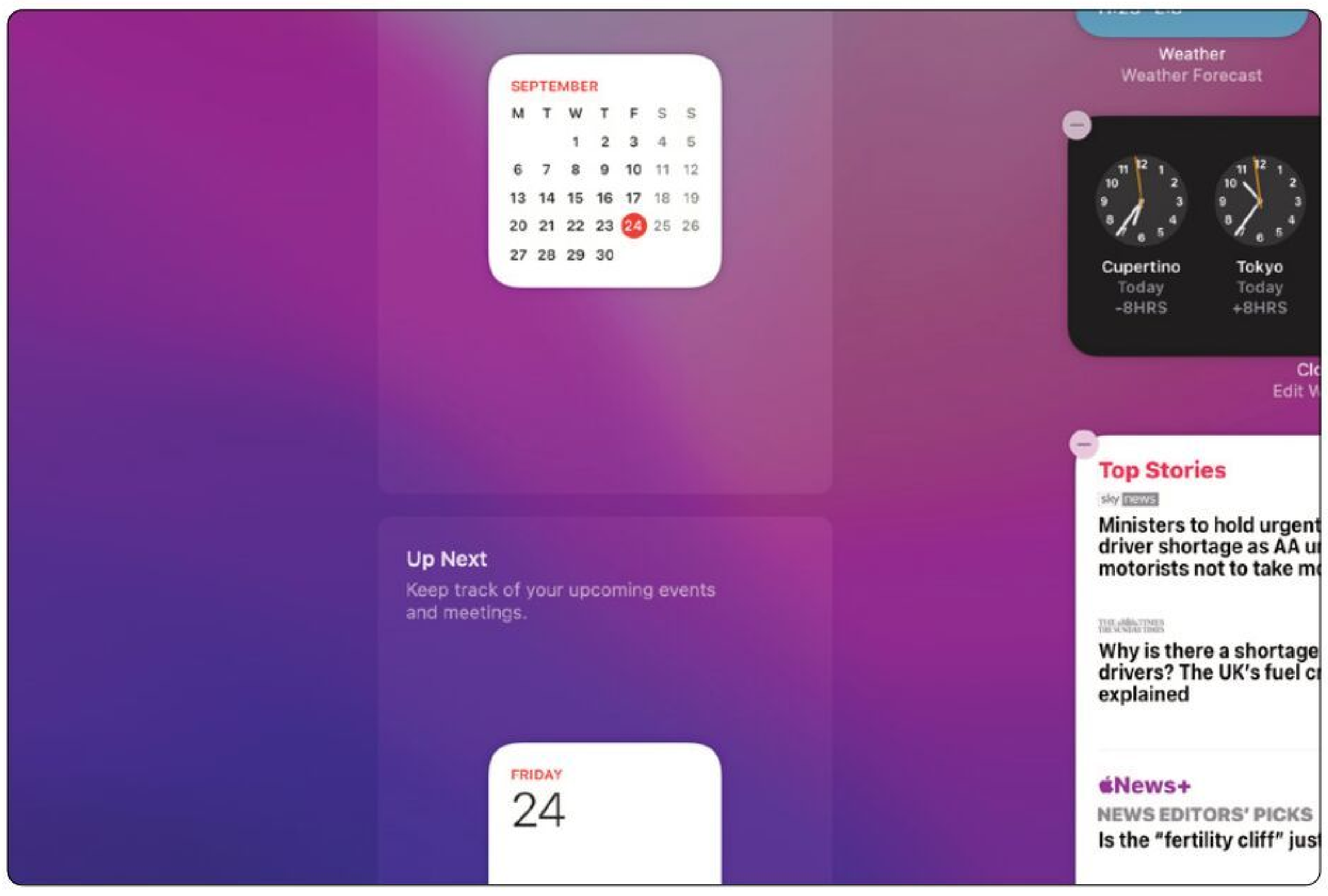

NEWS EDITORS' PICKS
Is the "fertility cliff" just a myth?
AAPL
Apple Inc.
146.83
+0.98
AMP
Ameriprise Financial, Inc.
^FTSE
FTSE 100
Size
Small
✓ Medium
Large
Remove Widget
Edit Widgets
2h 47m
60m
30m

**4** Right-click on a widget for a contextual menu that lets you resize the widget, remove it or access the option for editing widgets. You can do all this through the Edit screen, of course, but this is a quick and easy alternative.

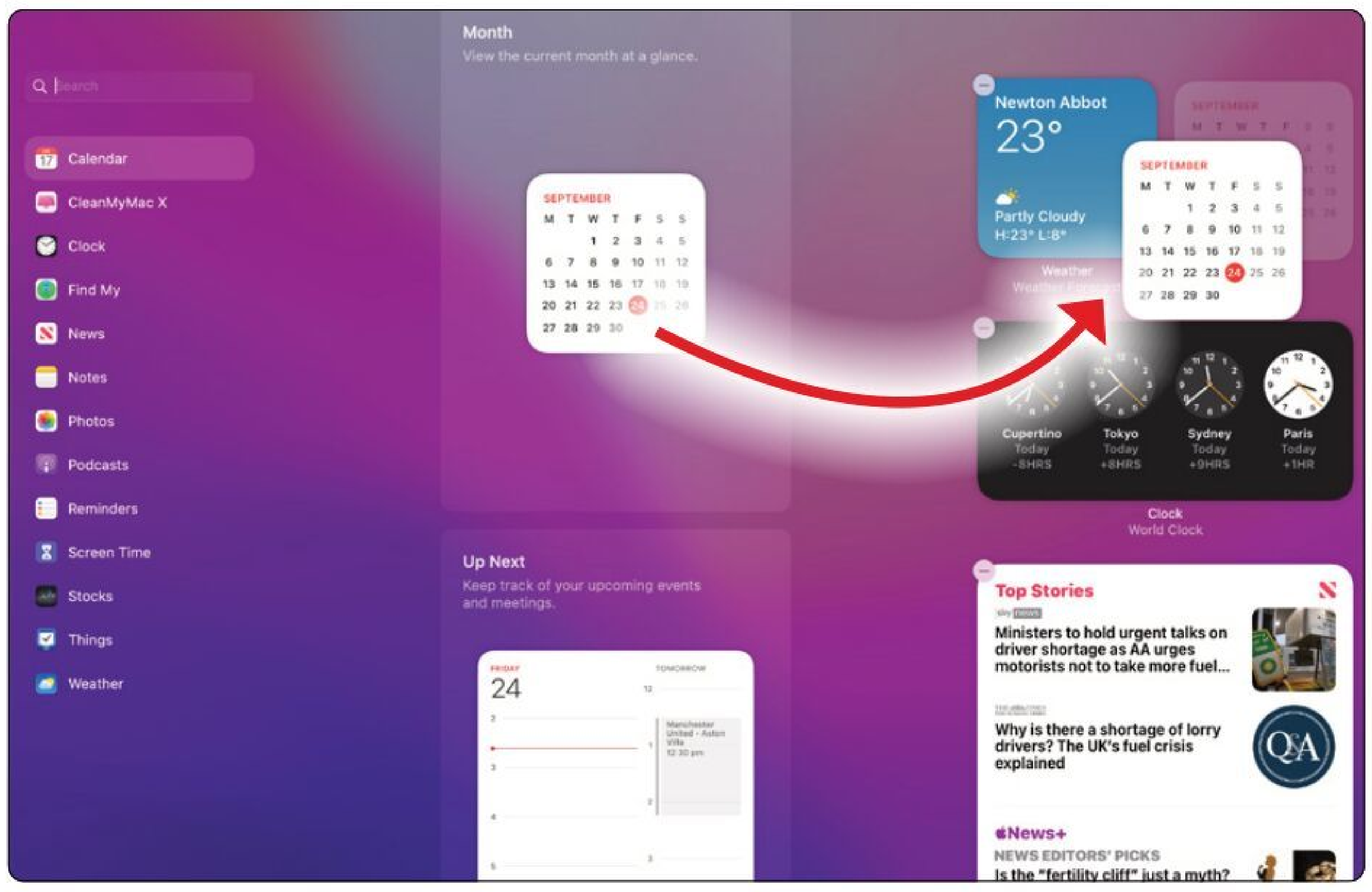
# Editing Widgets


Size
Small
Medium
✓ Large
Remove Widget
Edit Widgets
AAPL
Apple Inc.
146.83
+0.98
AMP
267.75
+8.62
^FTSE
FTSE 100
7,050
-28.08
2h 47m
60m
30m
0m
12 am
6 am
12 pm
1h 59m
32m
6m
57s
Edit Widgets

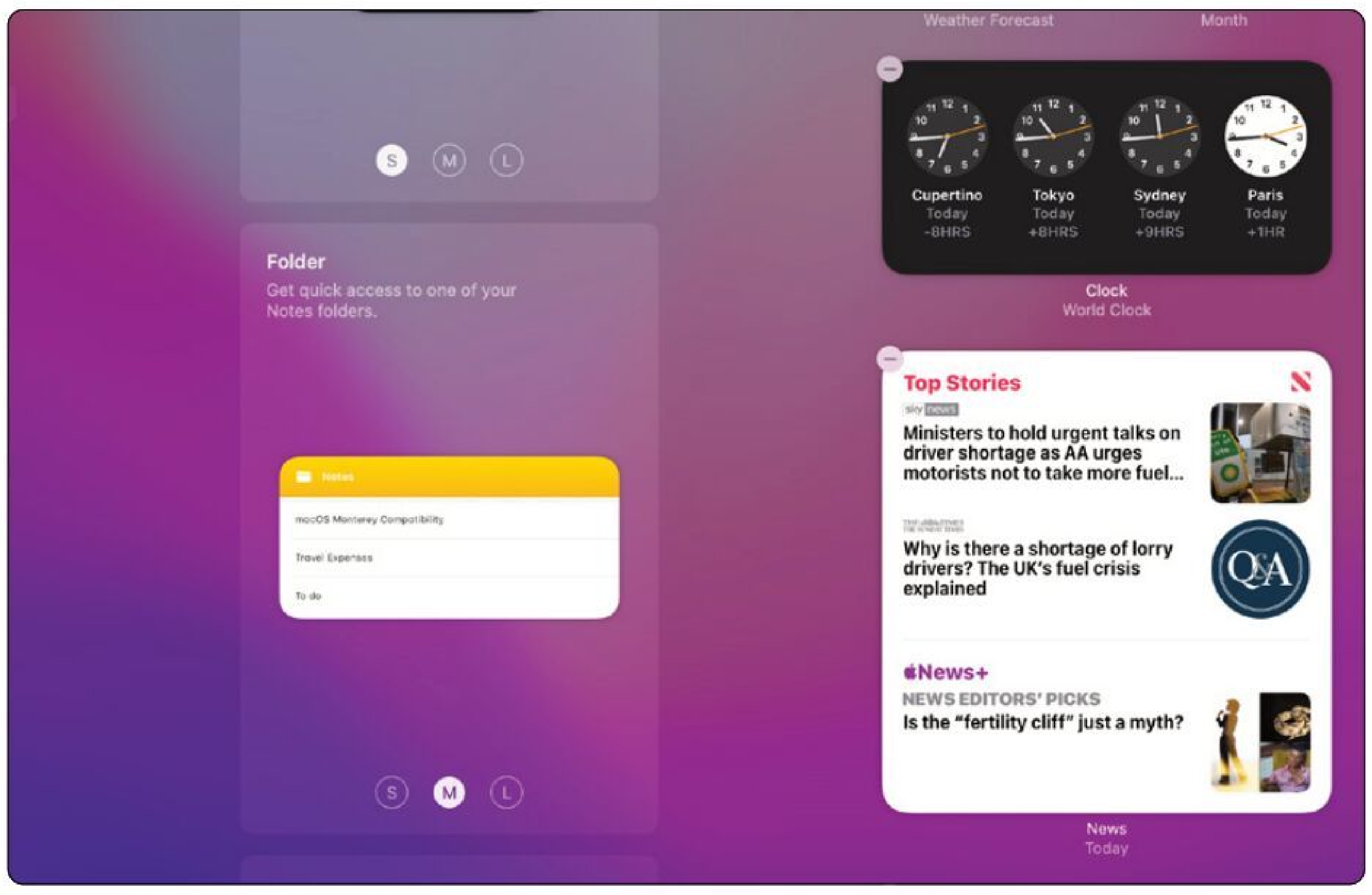
**1** There are two ways to access the Edit Widgets option. You can either scroll the widgets column all the way up and click the Edit Widgets button at the bottom, or right-click a widget and choose Edit Widgets from the menu.


SEPTEMBER
Weather
Weather Forecast
Cupertino
Tokyo
Up Next
Keep track of your upcoming events and meetings.
FRIDAY
24
Top Stories
News+
NEWS EDITORS' PICKS

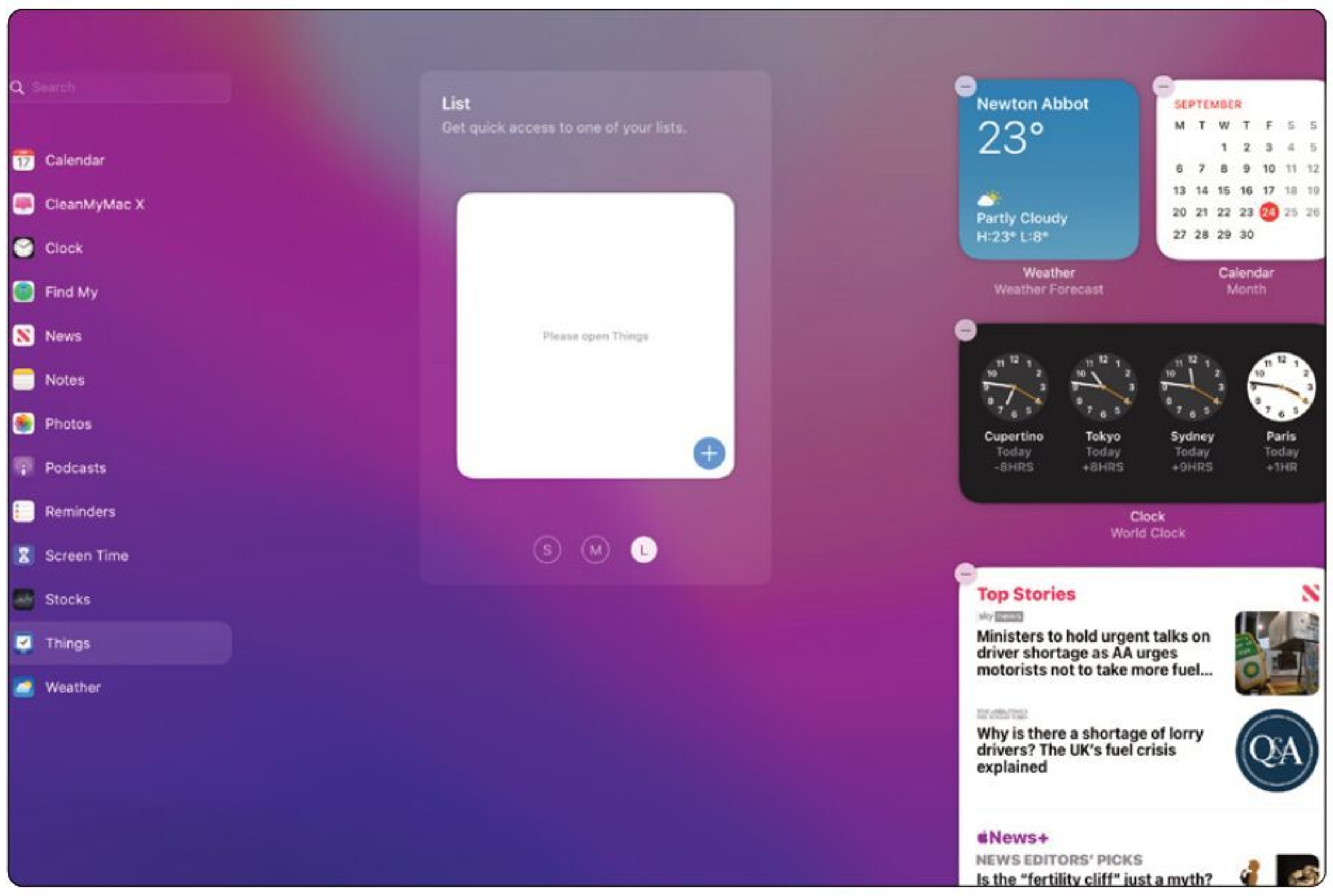
**2** When in Edit Widgets mode, the widgets in your sidebar have a minus sign in the top-left corner. If you want to delete a widget, click on this minus sign and it disappears. You can add it again later if you want it back.


Month
View the current month at a glance.
Calendar
CleanMyMac X
Clock
Find My
News
Notes
Photos
Podcasts
Reminders
Screen Time
Stocks
Things
Weather
Newton Abbot
23°
Partly Cloudy
Up Next
Keep track of your upcoming events and meetings.
Clock
World Clock
Top Stories

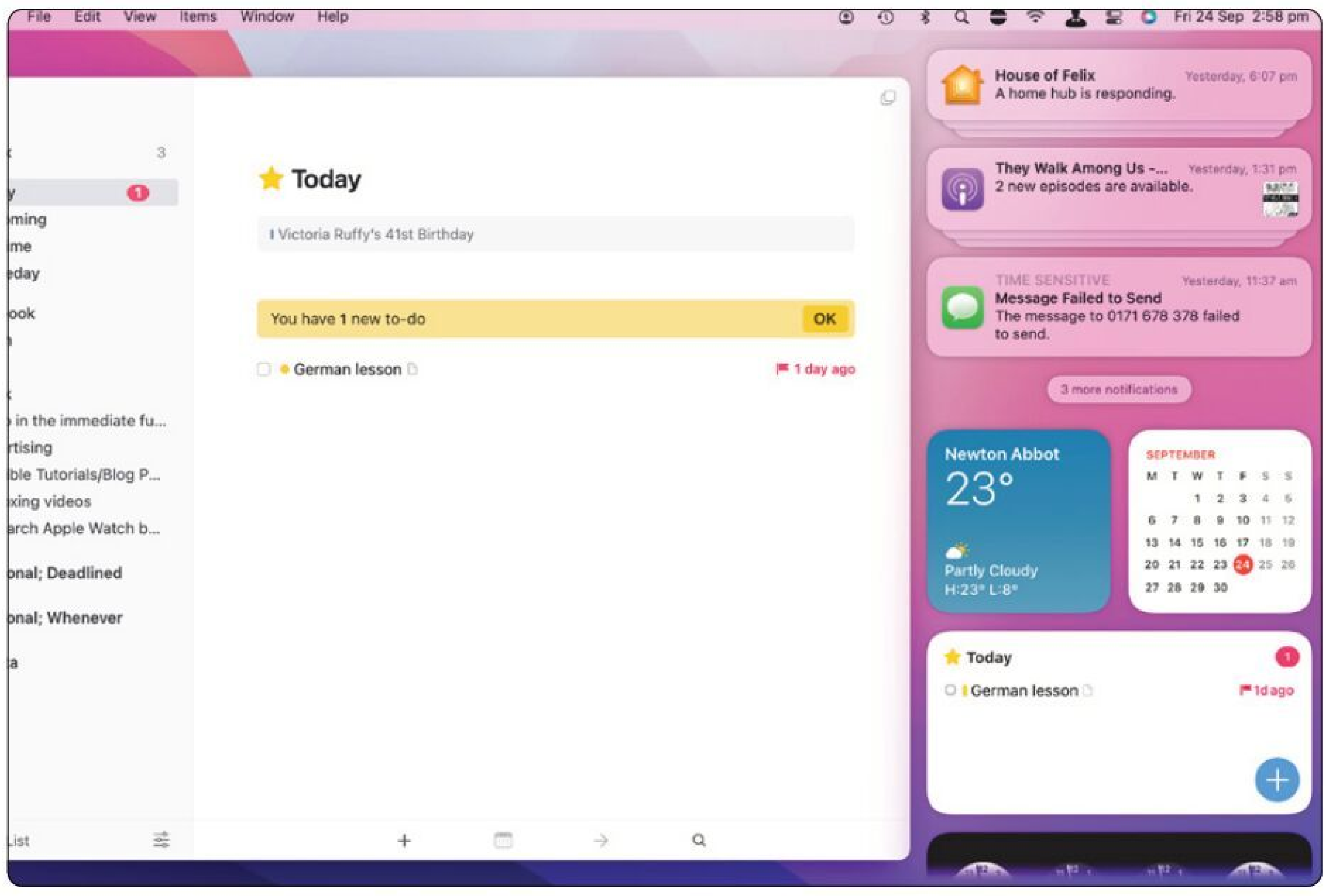
**3** Click an app on the left-hand side of the screen to see the widgets associated with that app in the centre column. To install a widget, drag it from this centre column into your widgets on the right-hand side of the screen.


S
M
L
Folder
Get quick access to one of your Notes folders.
Cupertino
Tokyo
Sydney
Paris
Clock
World Clock
Top Stories
News+
NEWS EDITORS' PICKS
News
Today

**4** Some widgets are available in Small, Medium and Large versions. Click on the circles labelled S, M and L underneath a widget to see what each size looks like, and when you've chosen a size, drag it into your column.


List
Get quick access to one of your lists.
Please open Things
S
M
L
Calendar
CleanMyMac X
Clock
Find My
News
Notes
Photos
Podcasts
Reminders
Screen Time
Stocks
Things
Weather
Newton Abbot
23°
Weather
Weather Forecast
Calendar
Month
Clock
World Clock
Top Stories

**5** Some third-party apps have widgets. Sometimes an unused third-party widget is blank until you open its associated app. If you're interested in that widget, just open the app and return to the Edit Widgets feature.

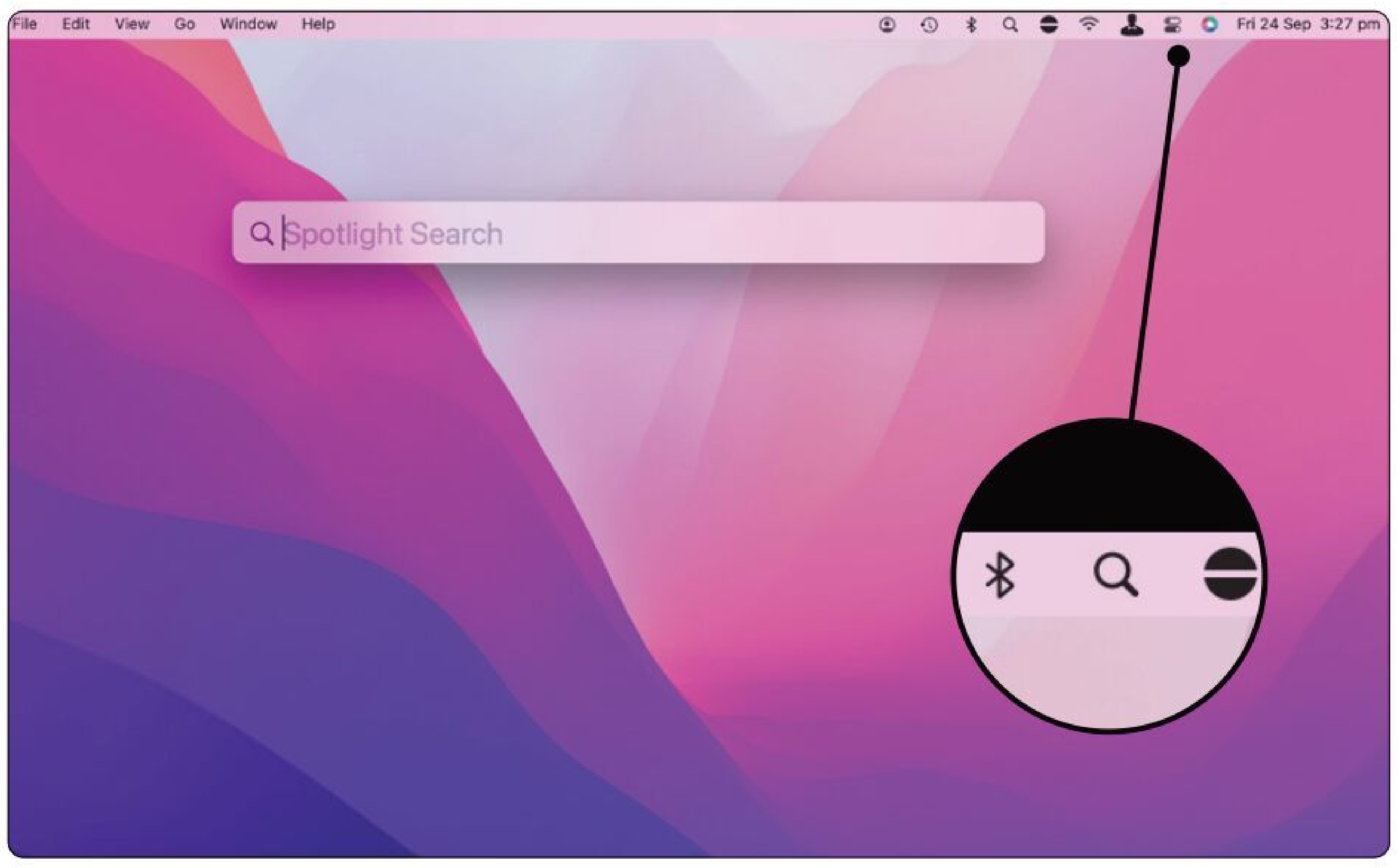

File
Edit
View
Items
Window
Help
Fri 24 Sep 2:58 pm
Today
Victoria Ruffy's 41st Birthday
You have 1 new to-do
OK
German lesson
1 day ago
House of Felix
A home hub is responding.
3 more notifications
Newton Abbot
23°
SEPTEMBER
Today
German lesson

**6** Third-party widgets won't update unless the app to which they refer are open, but if this is a problem for you, simply set up that app to open whenever you log in, and leave it open in the background. The widget then stays up to date.

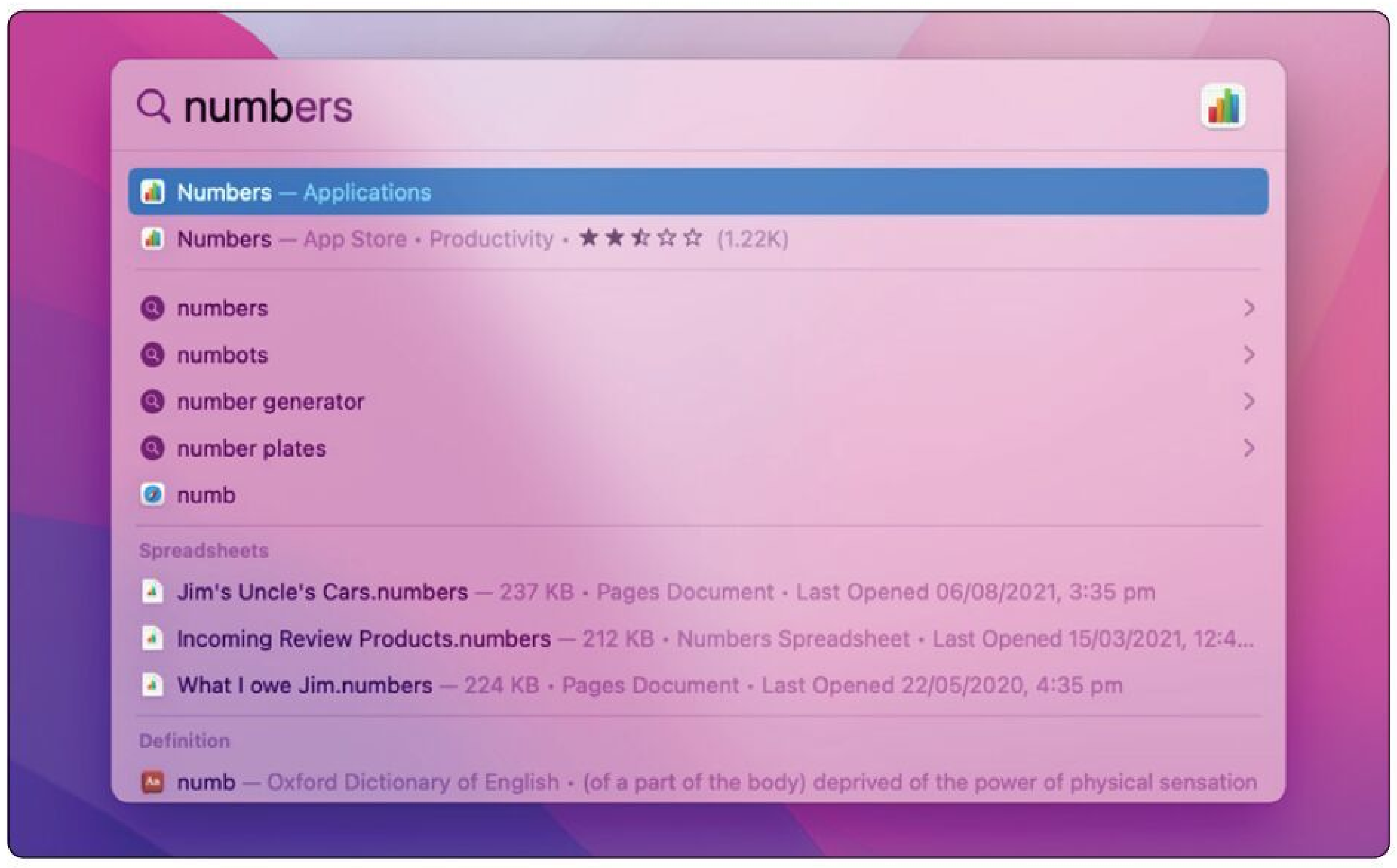
# The Spotlight Feature
# Search Your Mac

Spotlight Search is Apple's unique and ultra-powerful search system that can find almost anything on your Mac. There's a whole raft of great features, making it a really powerful and useful tool that's integrated into the apps that you use every day. Here's how to get the most from the Spotlight feature.

## Using Spotlight's Features



**1** To start using Spotlight, press cmd and the space bar or click the magnifying glass in the top menu and the Spotlight Search window appears. In Big Sur, as with macOS Catalina, you can drag this window to wherever you want on the screen; it's not fixed in position.



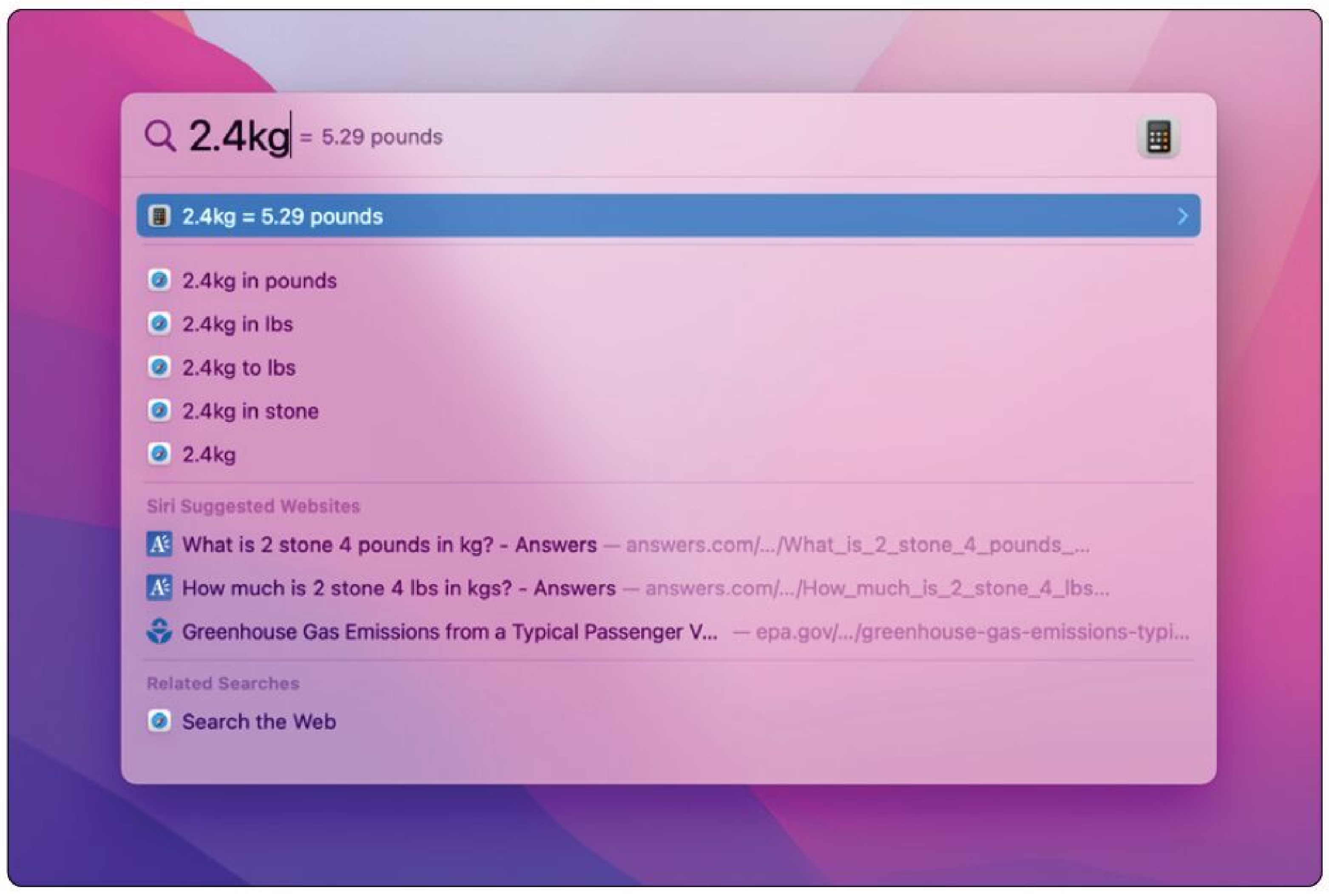
numbers

Numbers — Applications
Numbers — App Store • Productivity • ★★⯪☆☆ (1.22K)
numbers
numbots
number generator
number plates
numb

Spreadsheets
Jim's Uncle's Cars.numbers — 237 KB • Pages Document • Last Opened 06/08/2021, 3:35 pm
Incoming Review Products.numbers — 212 KB • Numbers Spreadsheet • Last Opened 15/03/2021, 12:4...
What I owe Jim.numbers — 224 KB • Pages Document • Last Opened 22/05/2020, 4:35 pm

Definition
numb — Oxford Dictionary of English • (of a part of the body) deprived of the power of physical sensation

**2** Start typing your search query into Spotlight and immediately answers appear, with suggestions based on the contents of your computer as well as other sources. This may mean you only have to type a few letters of your search term to find what you're looking for.



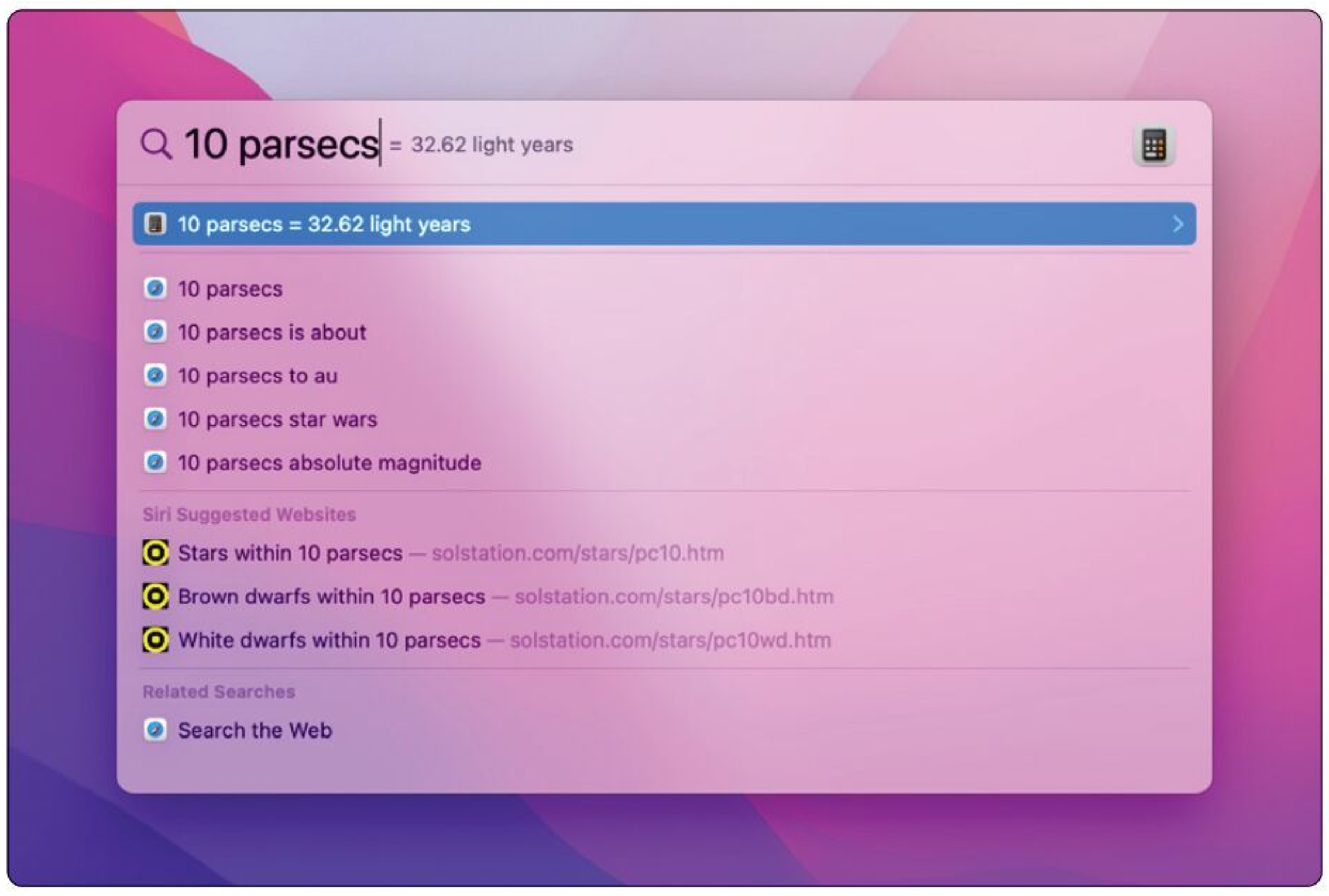
2.4kg = 5.29 pounds

2.4kg = 5.29 pounds
2.4kg in pounds
2.4kg in lbs
2.4kg to lbs
2.4kg in stone
2.4kg

Siri Suggested Websites
What is 2 stone 4 pounds in kg? - Answers — answers.com/.../What_is_2_stone_4_pounds_...
How much is 2 stone 4 lbs in kgs? - Answers — answers.com/.../How_much_is_2_stone_4_lbs...
Greenhouse Gas Emissions from a Typical Passenger V... — epa.gov/.../greenhouse-gas-emissions-typi...

Related Searches
Search the Web

**3** Spotlight can do instant unit conversions for you. For example, if you want to convert from imperial to metric weights (or vice versa) you just type in the number and a type of unit, such as kilograms or pounds and Spotlight instantly converts into other commonly used units.



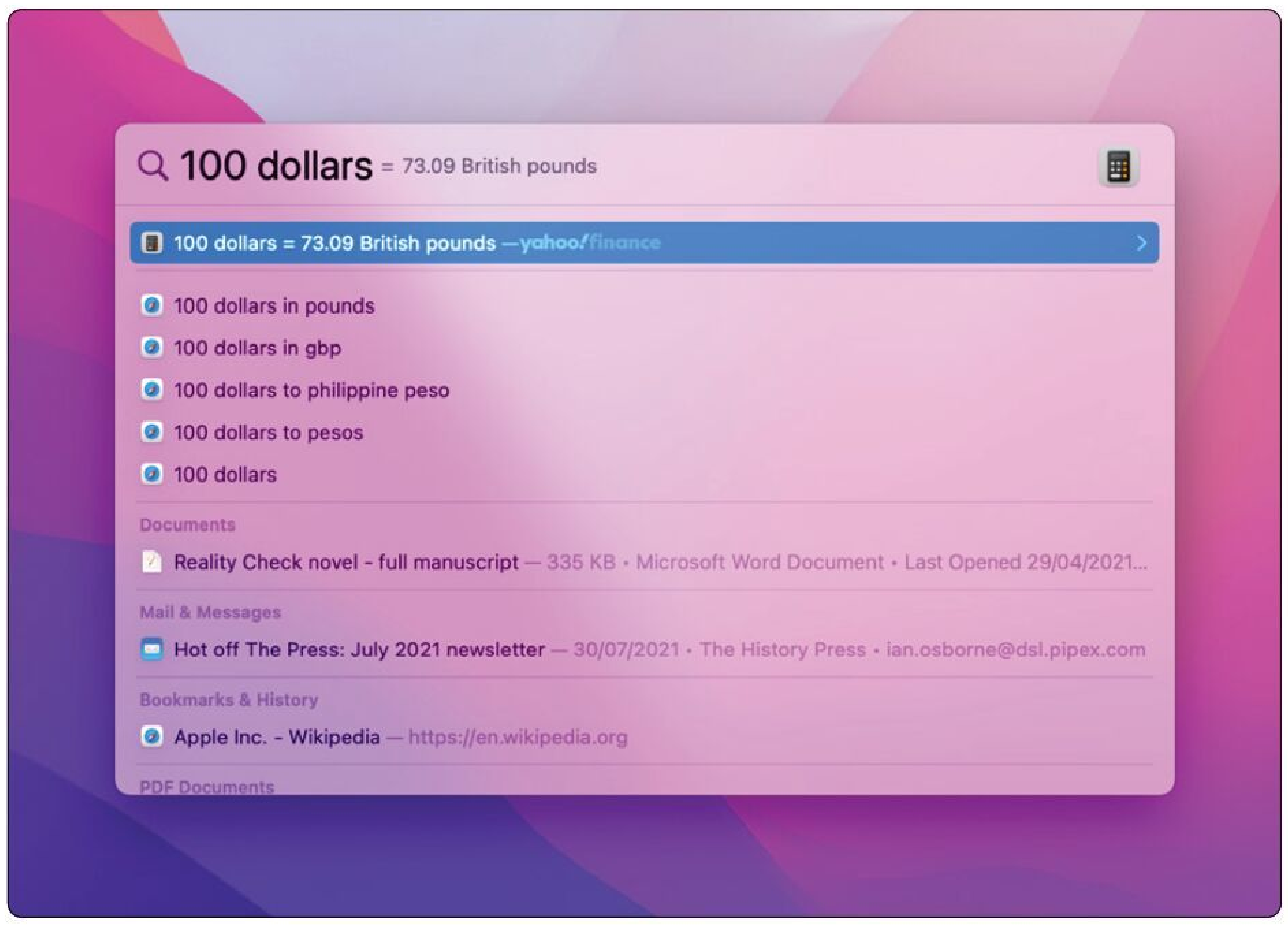
10 parsecs = 32.62 light years

10 parsecs = 32.62 light years
10 parsecs
10 parsecs is about
10 parsecs to au
10 parsecs star wars
10 parsecs absolute magnitude

Siri Suggested Websites
Stars within 10 parsecs — solstation.com/stars/pc10.htm
Brown dwarfs within 10 parsecs — solstation.com/stars/pc10bd.htm
White dwarfs within 10 parsecs — solstation.com/stars/pc10wd.htm

Related Searches
Search the Web

**4** It works in a similar way with distances and lengths, which Spotlight can instantly convert into other units. For example, if you type a distance in miles it instantly shows what it is in kilometres, metres, yards, feet and inches. You can even convert parsecs into light years.



100 dollars = 73.09 British pounds

100 dollars = 73.09 British pounds —yahoo/finance

100 dollars in pounds
100 dollars in gbp
100 dollars to philippine peso
100 dollars to pesos
100 dollars

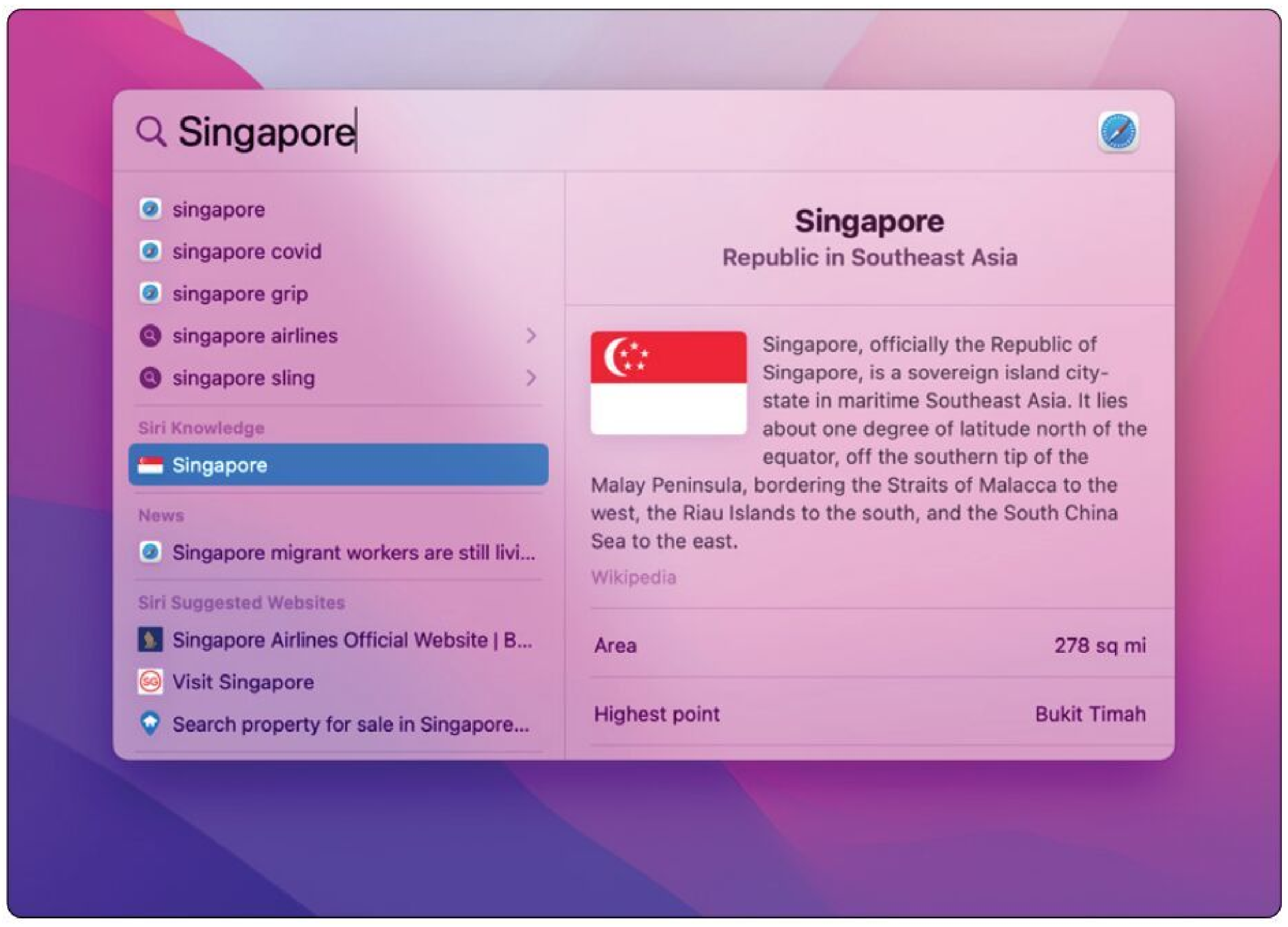
Documents
Reality Check novel - full manuscript — 335 KB • Microsoft Word Document • Last Opened 29/04/2021...

Mail & Messages
Hot off The Press: July 2021 newsletter — 30/07/2021 • The History Press • ian.osborne@dsl.pipex.com

Bookmarks & History
Apple Inc. - Wikipedia — https://en.wikipedia.org

PDF Documents

**5** Spotlight can do some currency conversions. Type in a number and currency unit, such as dollars or pounds, and Spotlight gives you the equivalent value in a range of currencies at the current market value.



Singapore

singapore
singapore covid
singapore grip
singapore airlines
singapore sling

Siri Knowledge
Singapore

News
Singapore migrant workers are still livi...

Siri Suggested Websites
Singapore Airlines Official Website | B...
Visit Singapore
Search property for sale in Singapore...

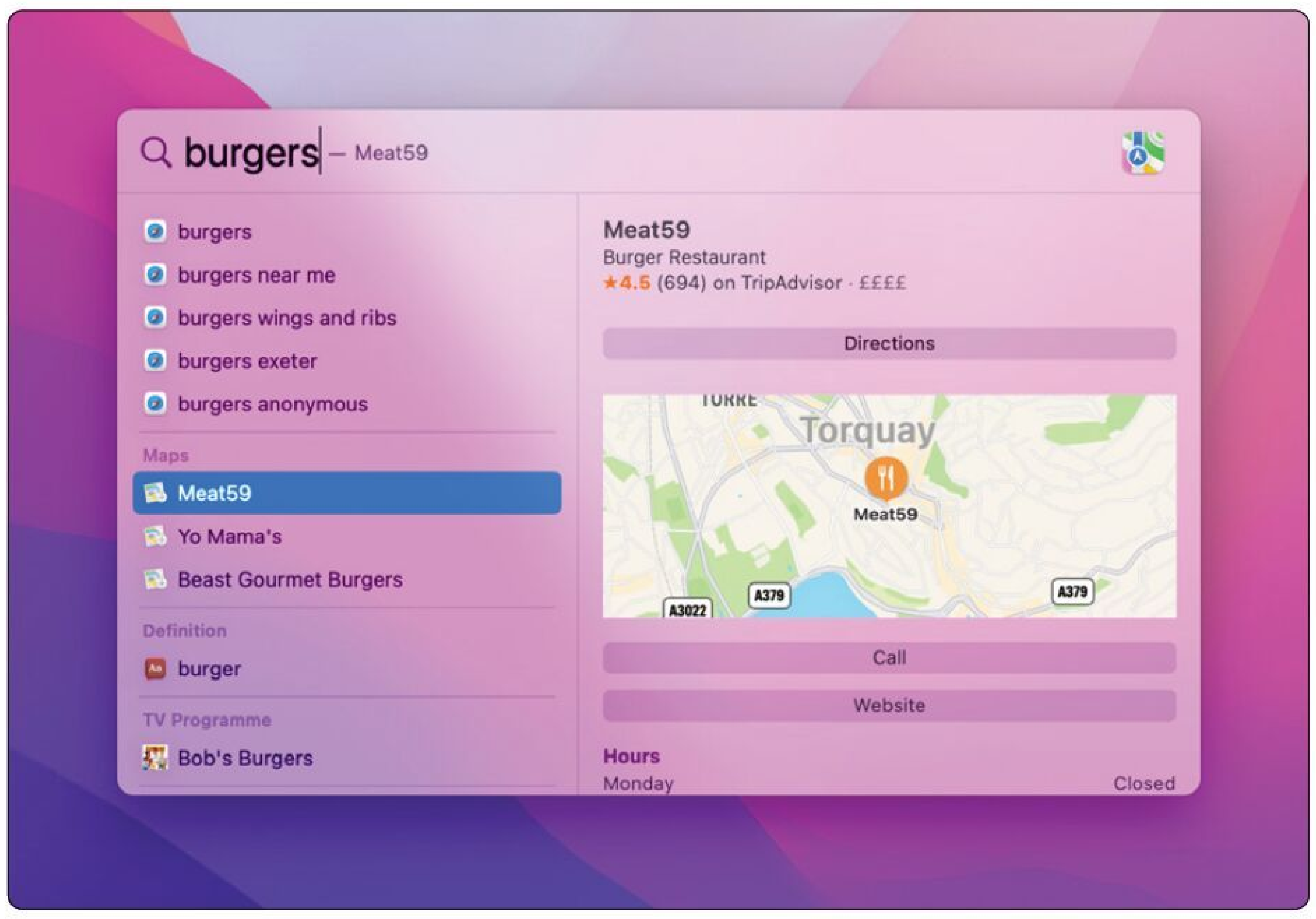
Singapore
Republic in Southeast Asia

Singapore, officially the Republic of Singapore, is a sovereign island city-state in maritime Southeast Asia. It lies about one degree of latitude north of the equator, off the southern tip of the Malay Peninsula, bordering the Straits of Malacca to the west, the Riau Islands to the south, and the South China Sea to the east.

Wikipedia

Area 278 sq mi
Highest point Bukit Timah

**6** For more conventional searches, Spotlight pulls its information from a wide range of sources, such as Wikipedia and documents it finds on your Mac. Search results are listed by category down the left side of the search window.



burgers – Meat59

burgers
burgers near me
burgers wings and ribs
burgers exeter
burgers anonymous

Maps
Meat59
Yo Mama's
Beast Gourmet Burgers

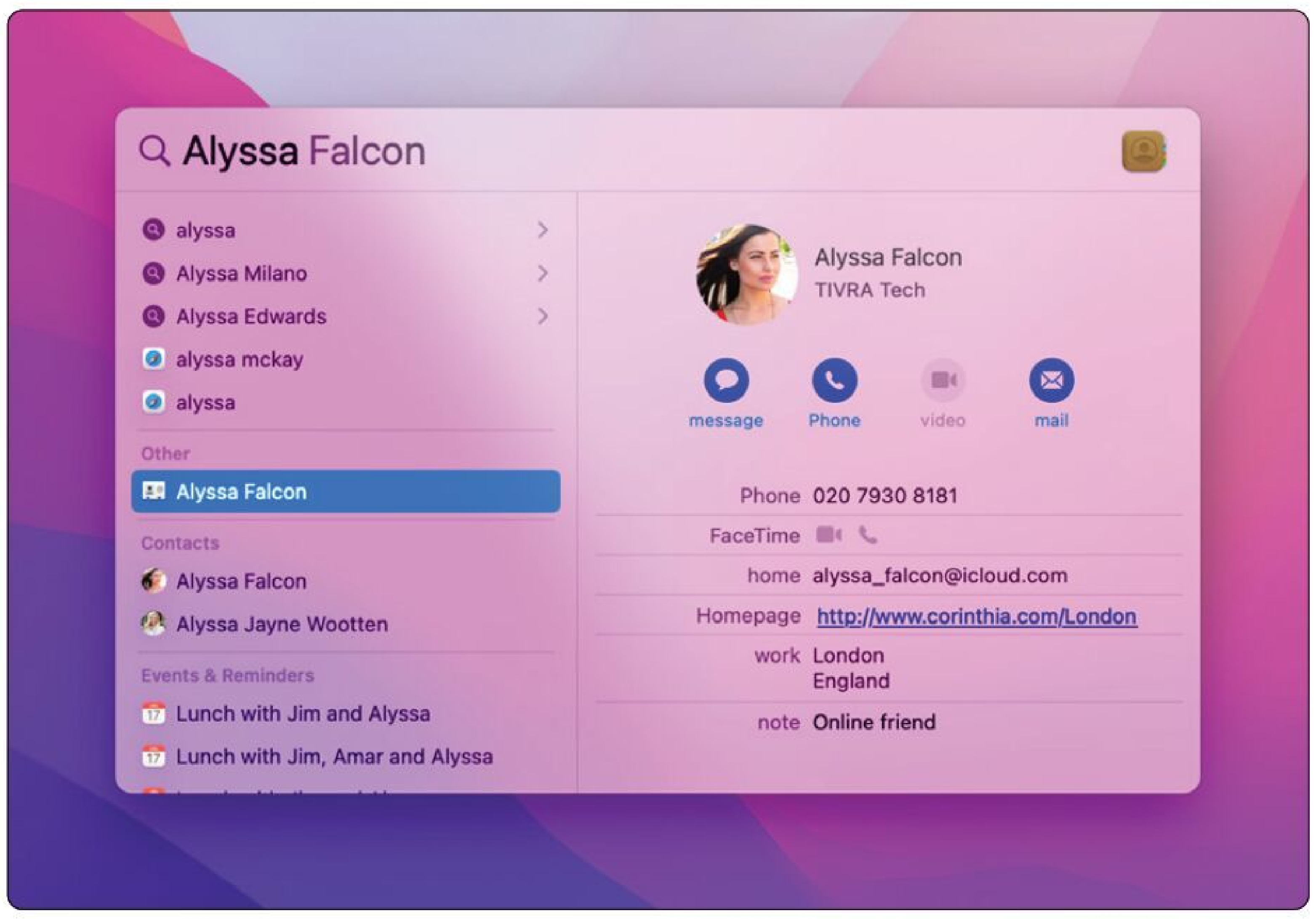
Definition
burger

TV Programme
Bob's Burgers

Meat59
Burger Restaurant
★4.5 (694) on TripAdvisor · ££££

Hours
Monday Closed

**7** If you're looking for local businesses or sites of interest, simply type the name into Spotlight and you'll quickly find what you're looking for, complete with a link to the Maps app and the option of travel directions from your current location plus other useful information.



Alyssa Falcon

alyssa
Alyssa Milano
Alyssa Edwards
alyssa mckay
alyssa

Other
Alyssa Falcon

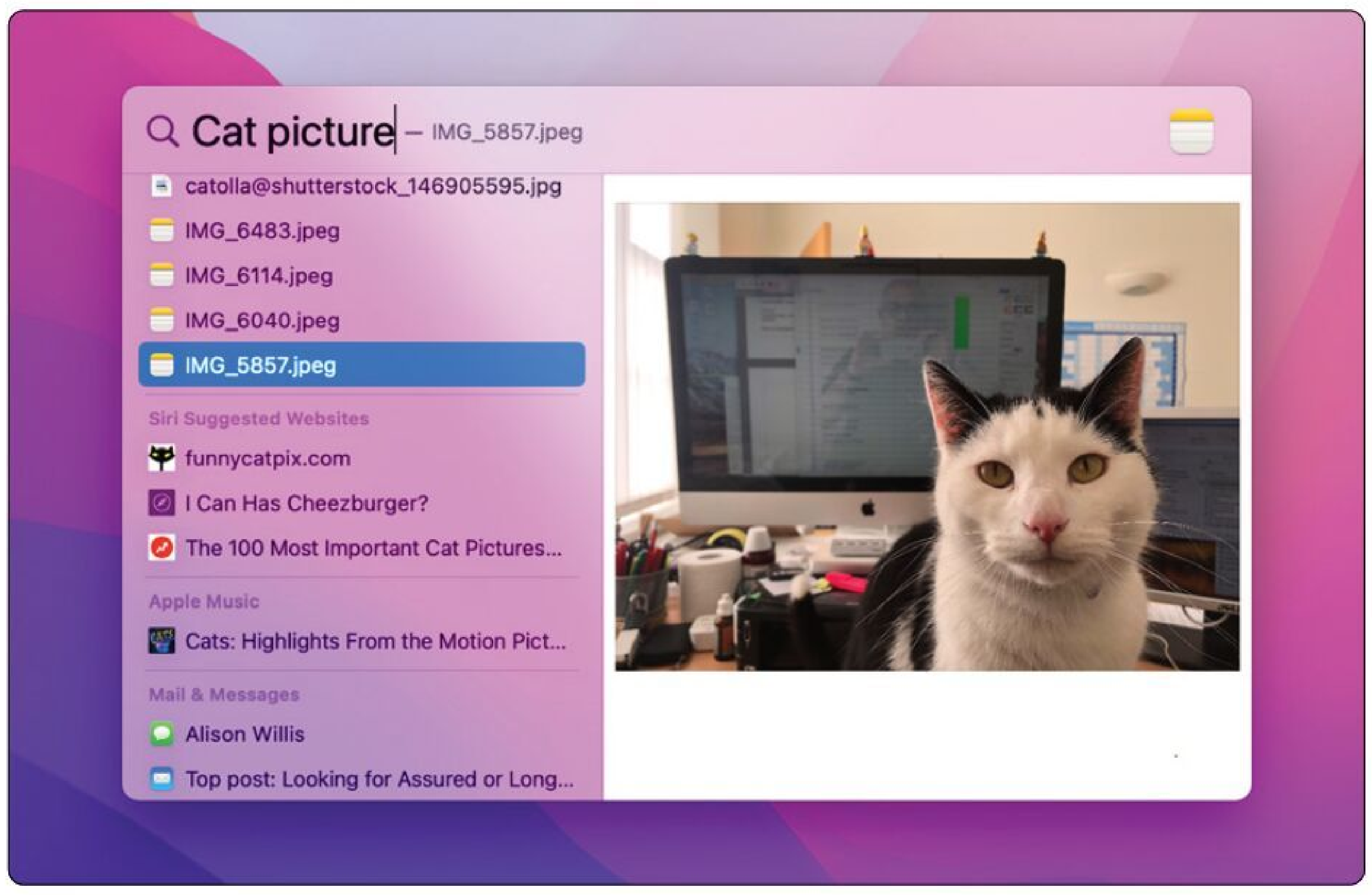
Contacts
Alyssa Falcon
Alyssa Jayne Wootten

Events & Reminders
Lunch with Jim and Alyssa
Lunch with Jim, Amar and Alyssa

Alyssa Falcon
TIVRA Tech

Phone 020 7930 8181
FaceTime
home alyssa_falcon@icloud.com
Homepage http://www.corinthia.com/London
work London
England
note Online friend

**8** You can find people with Spotlight too. Start typing the name of someone you know, and Spotlight quickly finds that person in your Contacts list and displays their contact details in the results window. Things like chat threads, Facebook comments and emails are also listed.



Cat picture – IMG_5857.jpeg

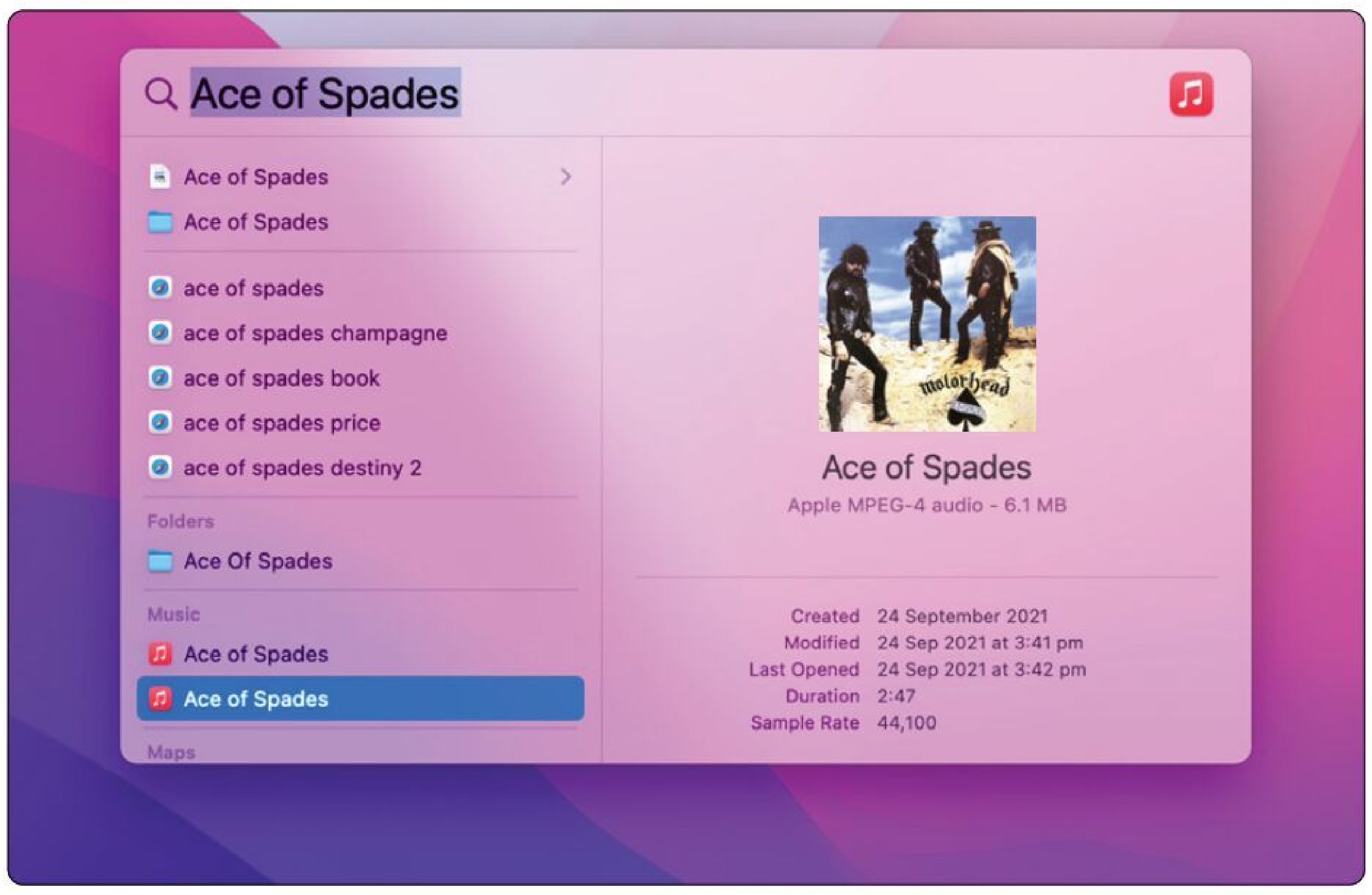
catolla@shutterstock_146905595.jpg
IMG_6483.jpeg
IMG_6114.jpeg
IMG_6040.jpeg
IMG_5857.jpeg

Siri Suggested Websites
funnycatpix.com
I Can Has Cheezburger?
The 100 Most Important Cat Pictures...

Apple Music
Cats: Highlights From the Motion Pict...

Mail & Messages
Alison Willis
Top post: Looking for Assured or Long...

**9** Spotlight is also closely integrated into the core macOS apps, such as Photos. Start typing in your search term, like the title of a particular image or photo album in your Photos app, and Spotlight quickly locates it and takes you straight to it.



Ace of Spades

Ace of Spades
Ace of Spades

ace of spades
ace of spades champagne
ace of spades book
ace of spades price
ace of spades destiny 2

Folders
Ace Of Spades

Music
Ace of Spades
Ace of Spades

Maps

Ace of Spades
Apple MPEG-4 audio - 6.1 MB

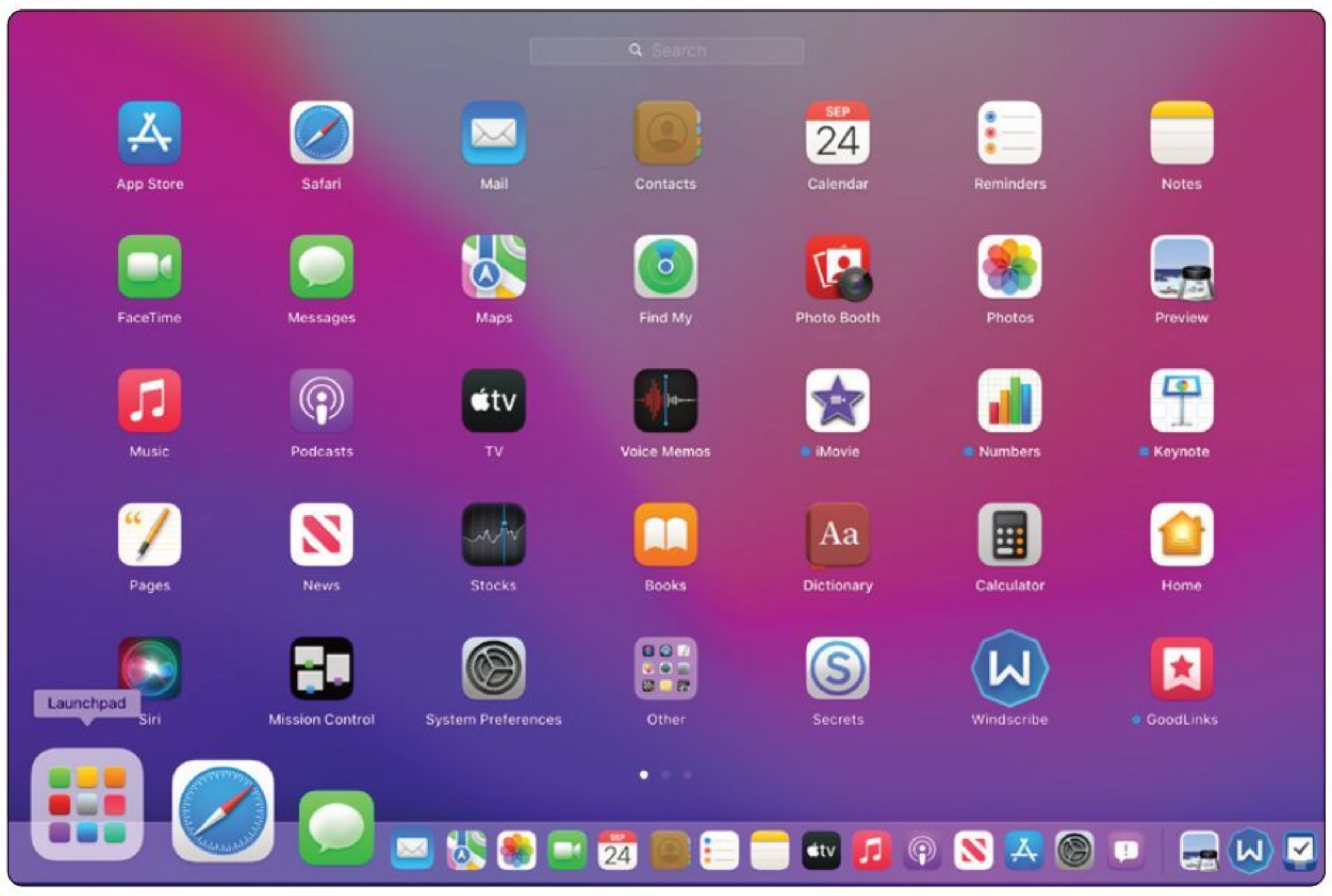
Created 24 September 2021
Modified 24 Sep 2021 at 3:41 pm
Last Opened 24 Sep 2021 at 3:42 pm
Duration 2:47
Sample Rate 44,100

**10** Spotlight can find music by searching through your iTunes collection to find albums, tracks and artists. Type a band name, a track name or even the name of a band member. Recordings with that name or by that band or person are shown.

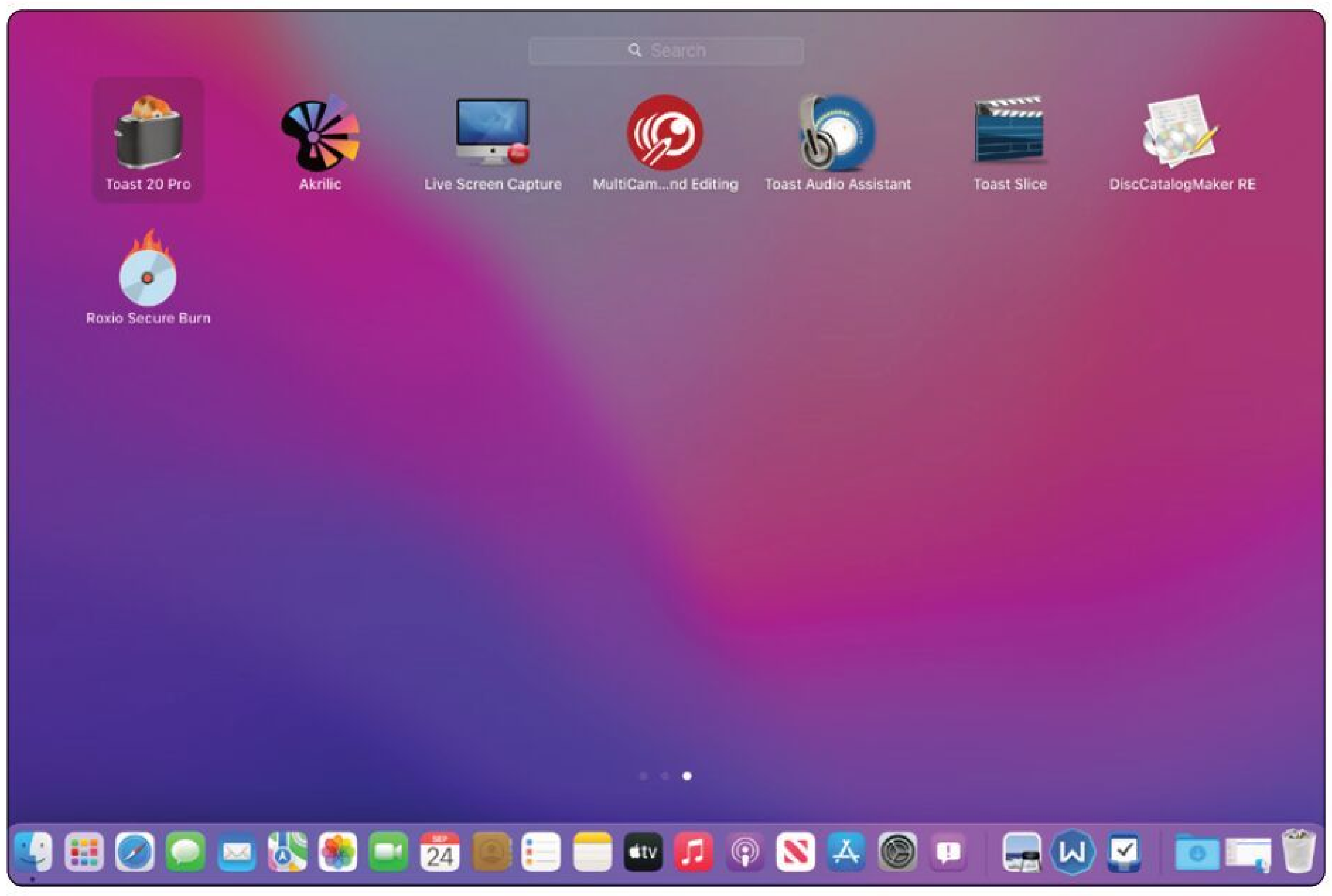
# Launching Apps And Quitting Them

There are several ways of launching an app on your Mac. You can: use the Launchpad, which is found in the Dock; you can open a Finder window and navigate your way to the application you wish to use; or you can click on the Spotlight feature and simply type its name. Here's how to do it.

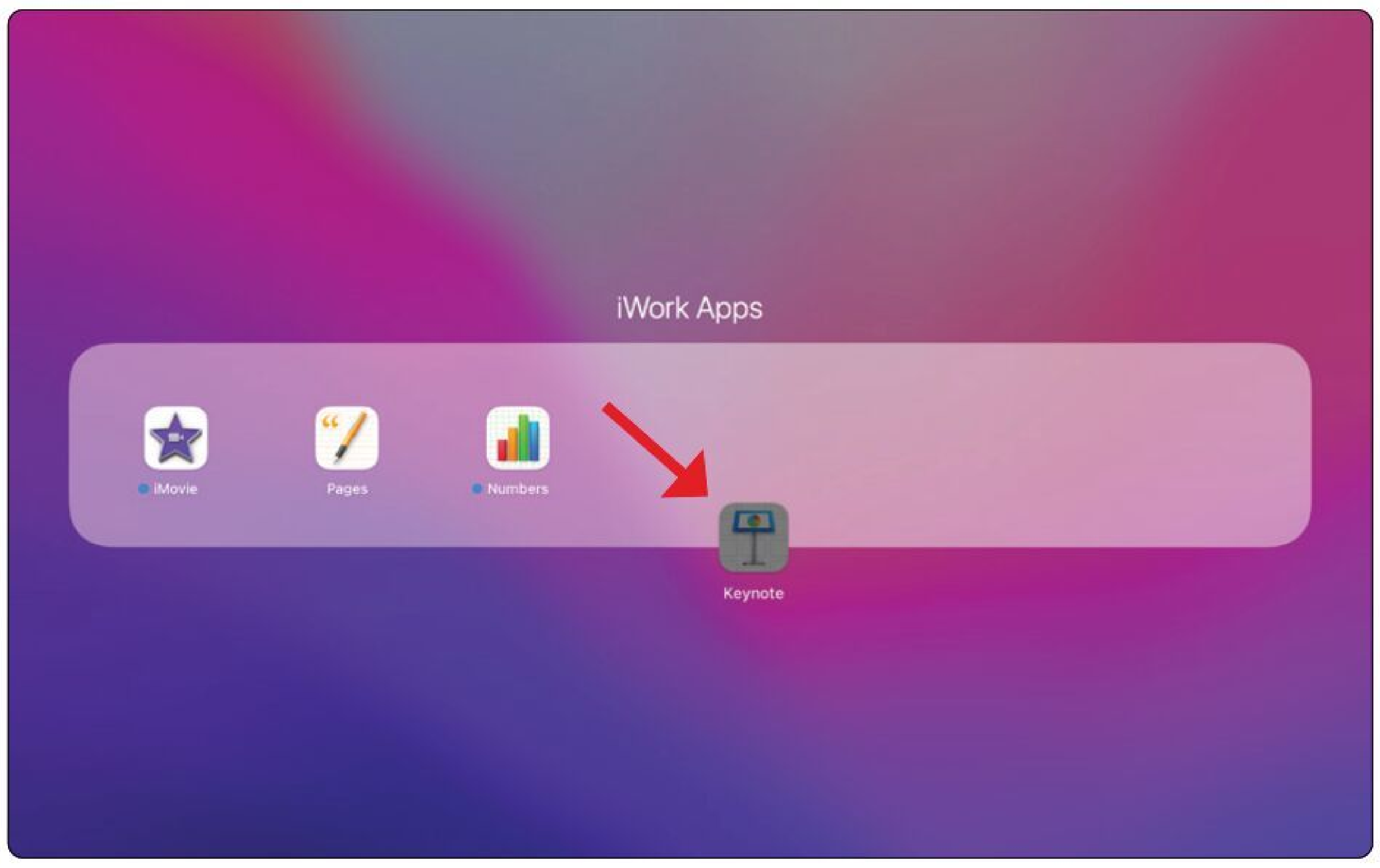
## Using Launchpad


Search
App Store
Safari
Mail
Contacts
Calendar
Reminders
Notes
FaceTime
Messages
Maps
Find My
Photo Booth
Photos
Preview
Music
Podcasts
TV
Voice Memos
iMovie
Numbers
Keynote
Pages
News
Stocks
Books
Dictionary
Calculator
Home
Launchpad
Siri
Mission Control
System Preferences
Other
Secrets
Windscribe
GoodLinks

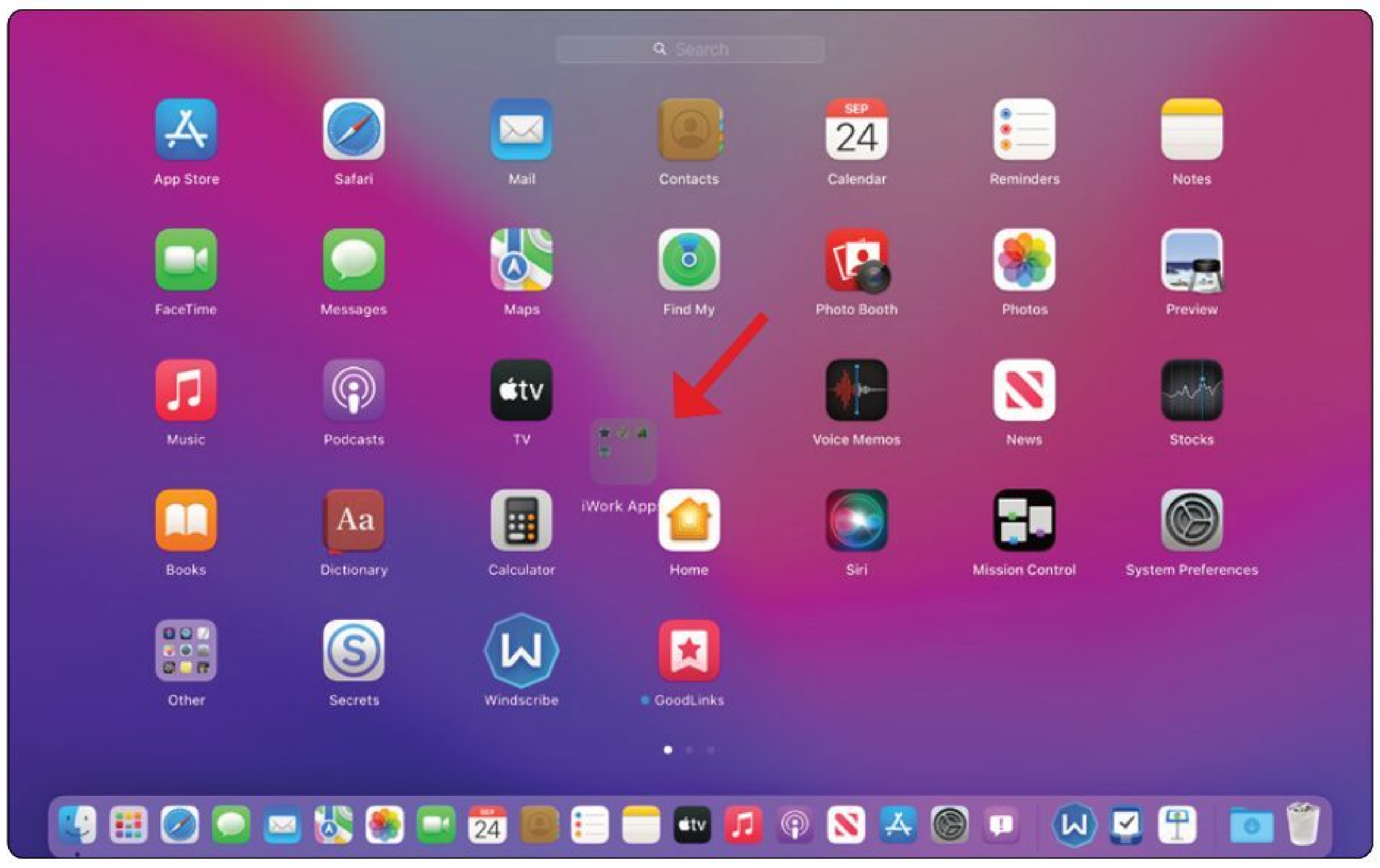
**1** To open the Launchpad, go to the Dock and click on it, or place four fingers on your trackpad and bring them together. The screen darkens and your apps are shown as icons. To launch an app from this screen, click on it. To close Launchpad, press Esc or click on the desktop.


Search
Toast 20 Pro
Akrilic
Live Screen Capture
MultiCam...nd Editing
Toast Audio Assistant
Toast Slice
DiscCatalogMaker RE
Roxio Secure Burn

**2** If you have more than one page of apps, move between them by swiping left and right with two fingers or hold cmd and use the arrow keys. Click and hold on an app and an 'X' appears in the top left corner; click 'X' to delete. Not all apps can be deleted in this way.

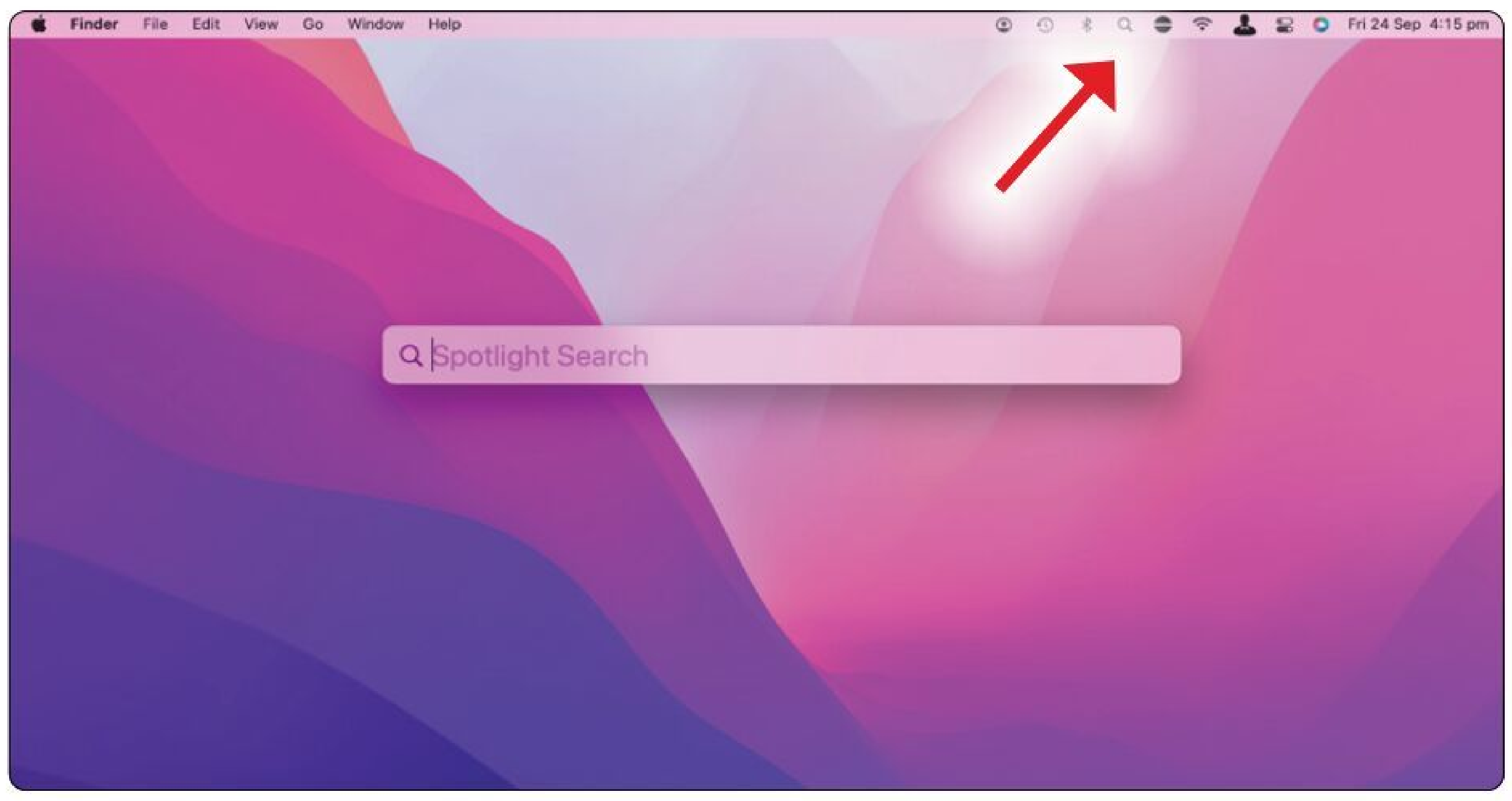

iWork Apps
iMovie
Pages
Numbers
Keynote

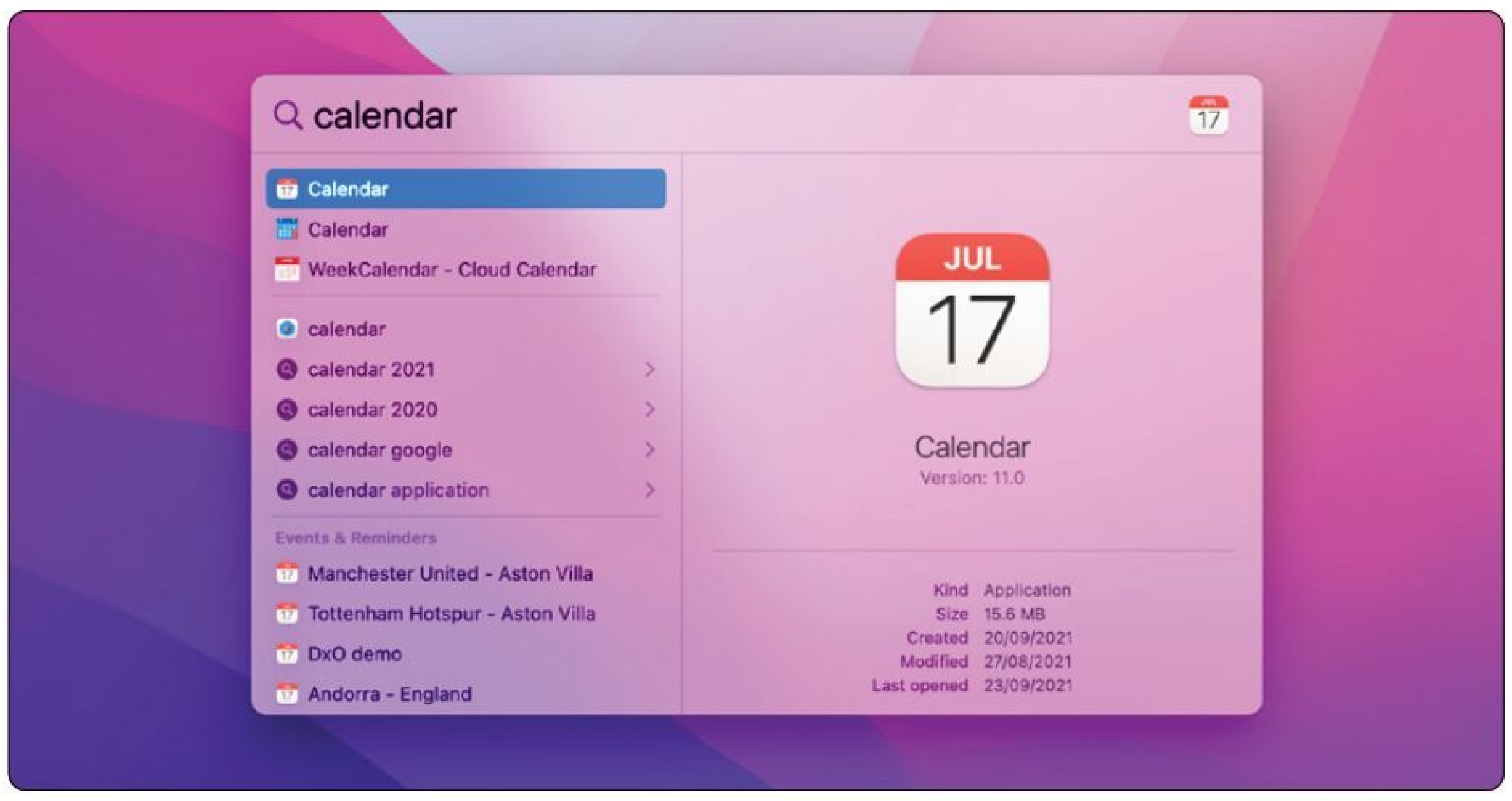
**3** You can arrange your apps into folders on Launchpad too, just like on an iOS Home screen. Just drag one app onto another and a folder is created. You can click on the name if you wish to change it and to remove an app from that folder, drag it off the grey folder area.


Search
App Store
Safari
Mail
Contacts
Calendar
Reminders
Notes
FaceTime
Messages
Maps
Find My
Photo Booth
Photos
Preview
Music
Podcasts
TV
Voice Memos
News
Stocks
Books
Dictionary
Calculator
iWork Apps
Home
Siri
Mission Control
System Preferences
Other
Secrets
Windscribe
GoodLinks

**4** Open and close folders by clicking on and off the folder icon on the Launchpad screen. You can add new apps into the folder by simply dragging them onto the folder. You can also drag apps around the Launchpad window to change the order in which they're arranged.

## Using Spotlight

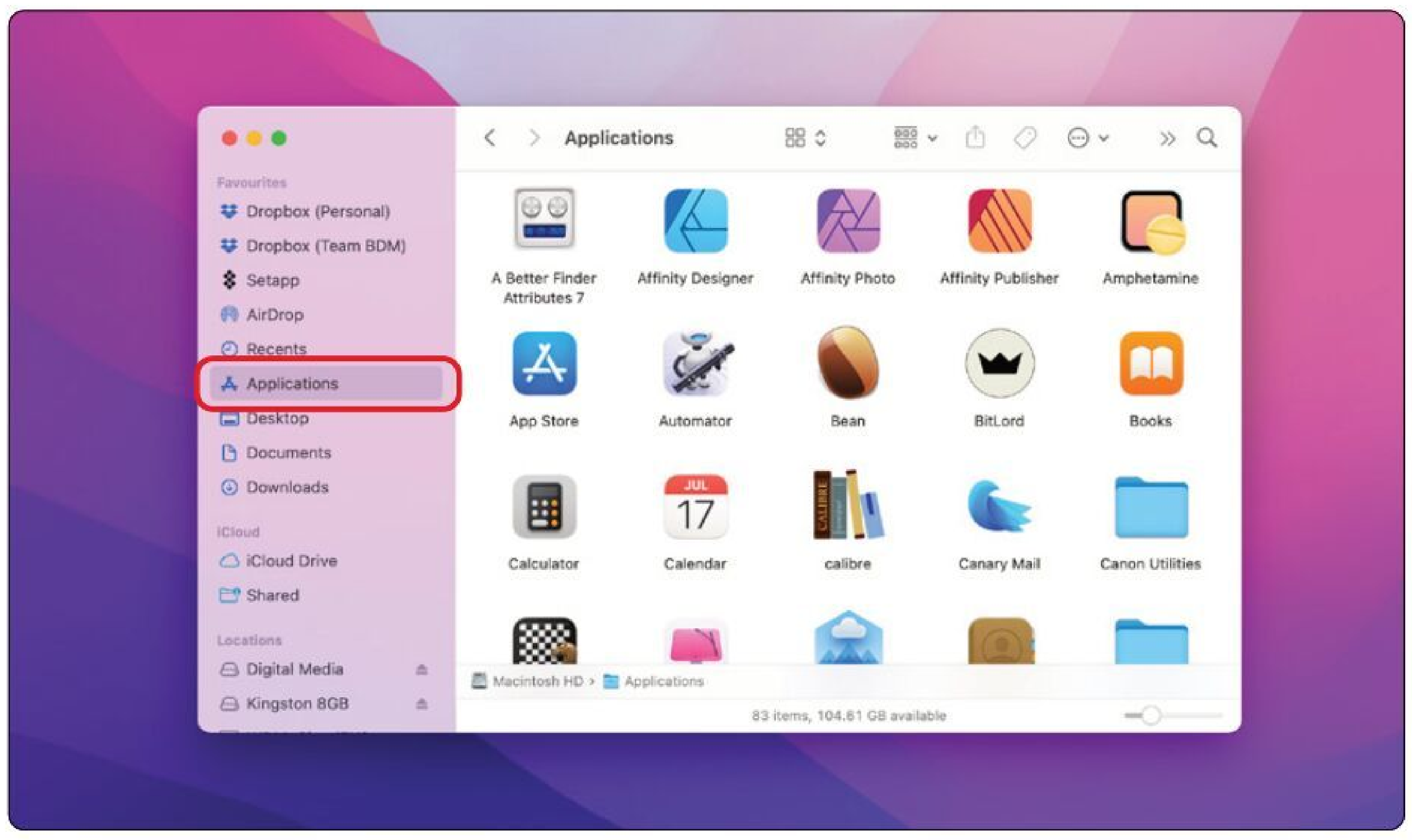

Finder File Edit View Go Window Help
Fri 24 Sep 4:15 pm
Spotlight Search


calendar
Calendar
Calendar
WeekCalendar - Cloud Calendar
calendar
calendar 2021
calendar 2020
calendar google
calendar application
Events & Reminders
Manchester United - Aston Villa
Tottenham Hotspur - Aston Villa
DxO demo
Andorra - England
JUL
17
Calendar
Version: 11.0
Kind Application
Size 15.6 MB
Created 20/09/2021
Modified 27/08/2021
Last opened 23/09/2021

**1** To launch an app using the Spotlight feature, first click on the magnifying glass found in the top right corner of the screen. A window saying 'Spotlight Search' pops up. If it's inconveniently located, you can drag it around the desktop and move it to wherever you like.

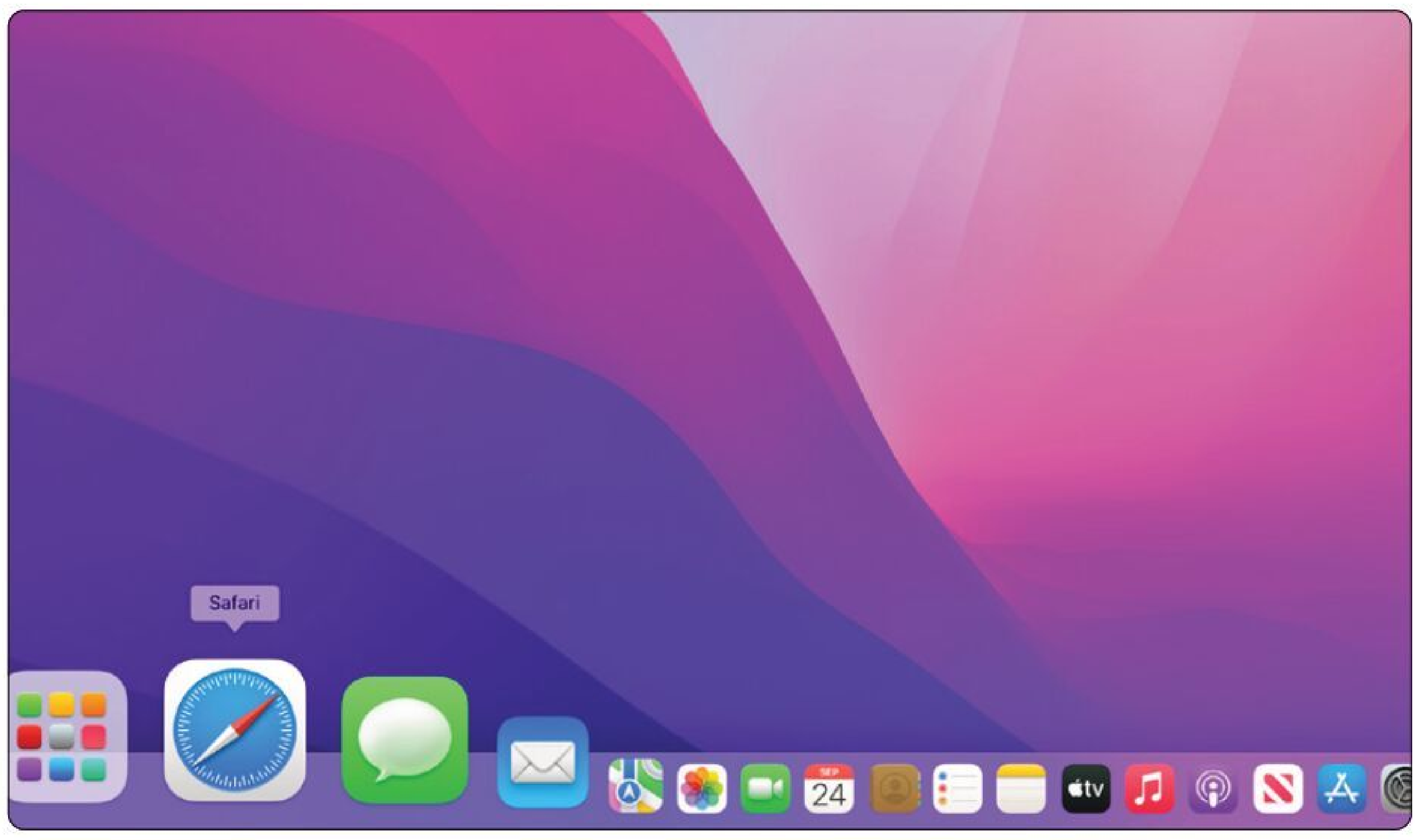
**2** Begin to type the name of the app you want to launch and Spotlight tries to complete it for you. When you see the name of the app you want, scroll down to it and press Enter and it launches. To close the Spotlight search window without launching anything, just click anywhere on the screen.

## Using the Finder


Applications
Favourites
Dropbox (Personal)
Dropbox (Team BDM)
Setapp
AirDrop
Recents
Applications
Desktop
Documents
Downloads
iCloud
iCloud Drive
Shared
Locations
Digital Media
Kingston 8GB
A Better Finder Attributes 7
Affinity Designer
Affinity Photo
Affinity Publisher
Amphetamine
App Store
Automator
Bean
BitLord
Books
Calculator
Calendar
calibre
Canary Mail
Canon Utilities
Macintosh HD › Applications
83 items, 104.61 GB available

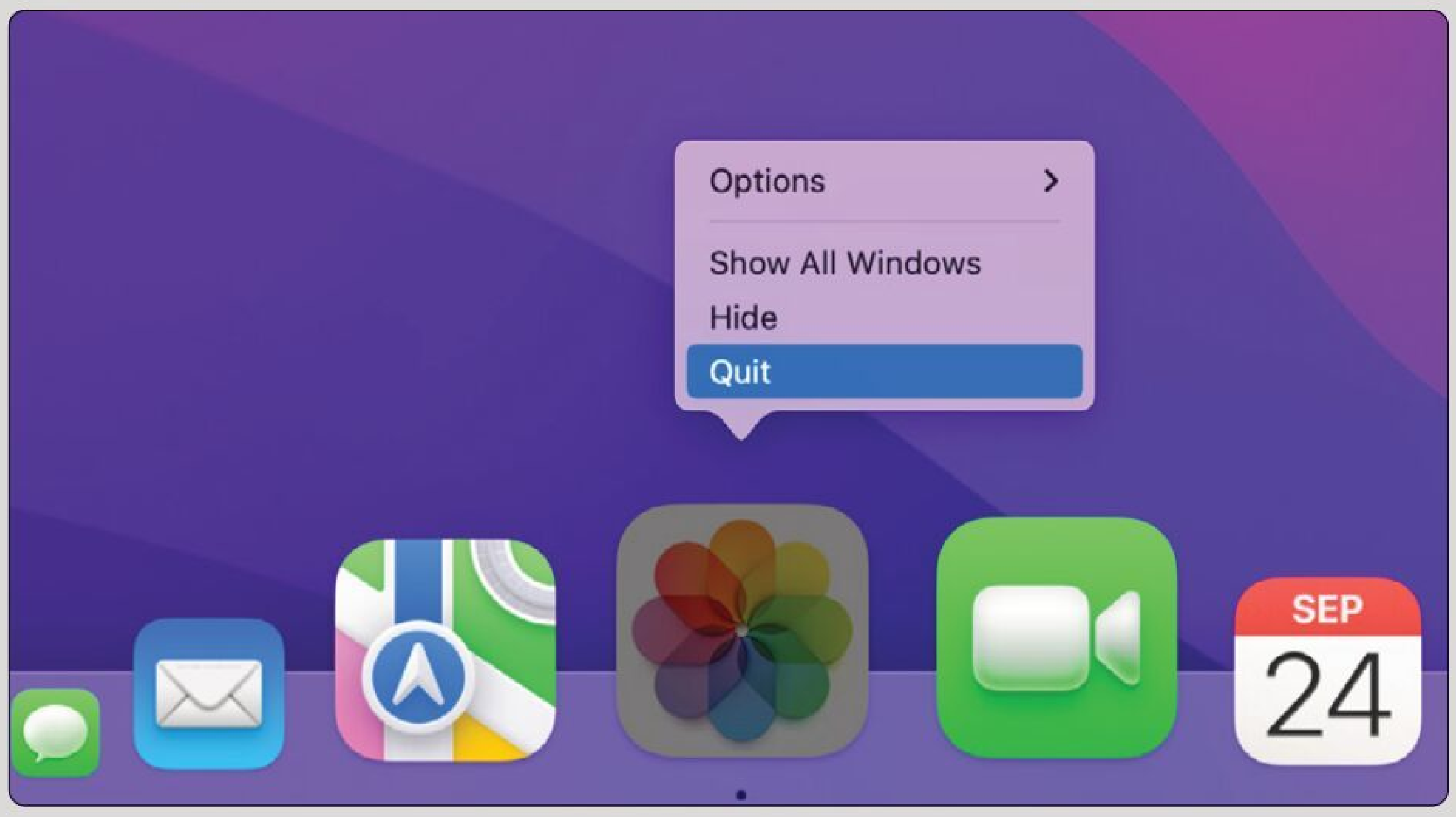
You can also launch an app using the Finder. Open a new Finder window (or use one that's already open) and click on Applications in the sidebar. All of your Mac's apps are shown. Scroll to find the one you want to use and then double click on the icon to launch.

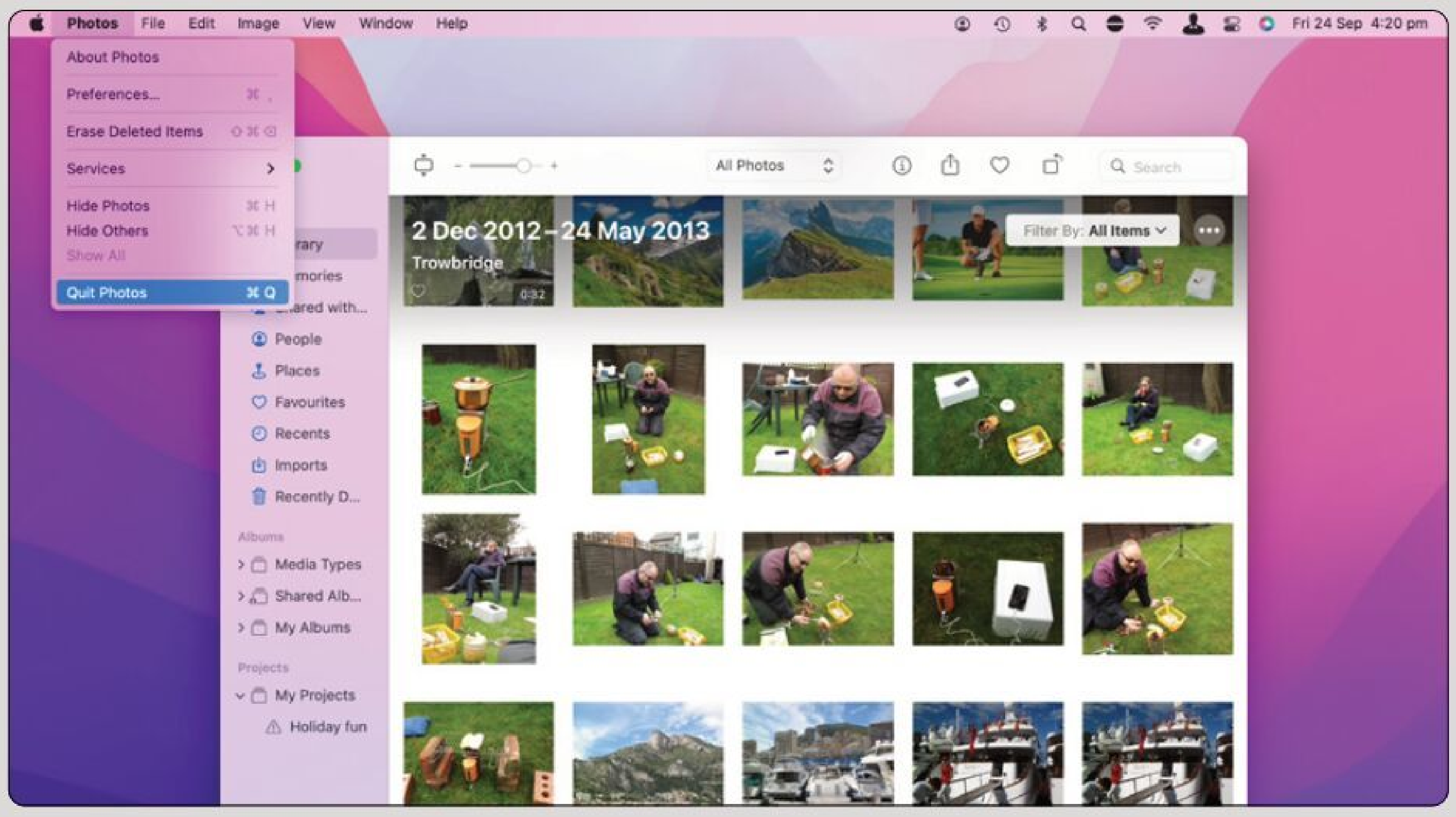
## Using the Dock



You can launch an app from the Dock. If your Dock is hidden, move your pointer to the foot of the screen to reveal it and click on the app you wish to use. To find out more about the Dock and how to customise it with your favourite apps, see our tutorial later in the book.

## Quitting Apps.


Options
Show All Windows
Hide
Quit
SEP
24


Photos File Edit Image View Window Help
Fri 24 Sep 4:20 pm
About Photos
Preferences...
Erase Deleted Items
Services
Hide Photos
Hide Others
Show All
Quit Photos
All Photos
2 Dec 2012–24 May 2013
Trowbridge
Filter By: All Items
People
Places
Favourites
Recents
Imports
Recently D...
Albums
Media Types
Shared Alb...
My Albums
Projects
My Projects
Holiday fun

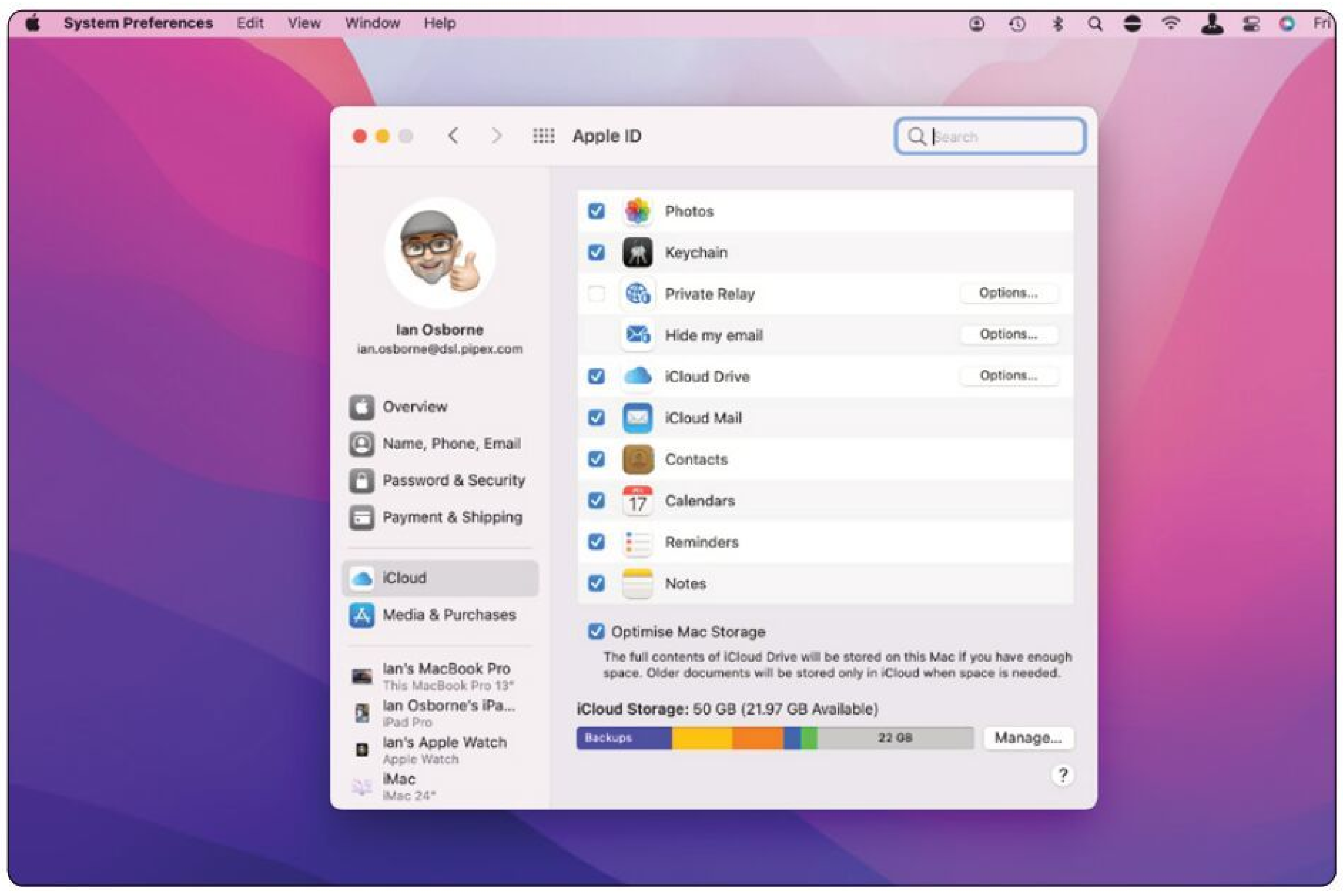
**Open apps are shown in the Dock. On the app's Dock icon, you can click using the right-hand side of a Magic Mouse or trackpad (right-click), hold the Control key and click anywhere (ctrl-click) or click and hold, then click on Quit in the pop-up window.**

**Alternatively, with the app to the fore in Finder, click on its name in the top left corner and select Quit [app name] from the menu; or hold the Command key and press 'Q'. Just make sure the app is open on your desktop or you might quit the wrong application.**

# Setting Up Email For the Mail App

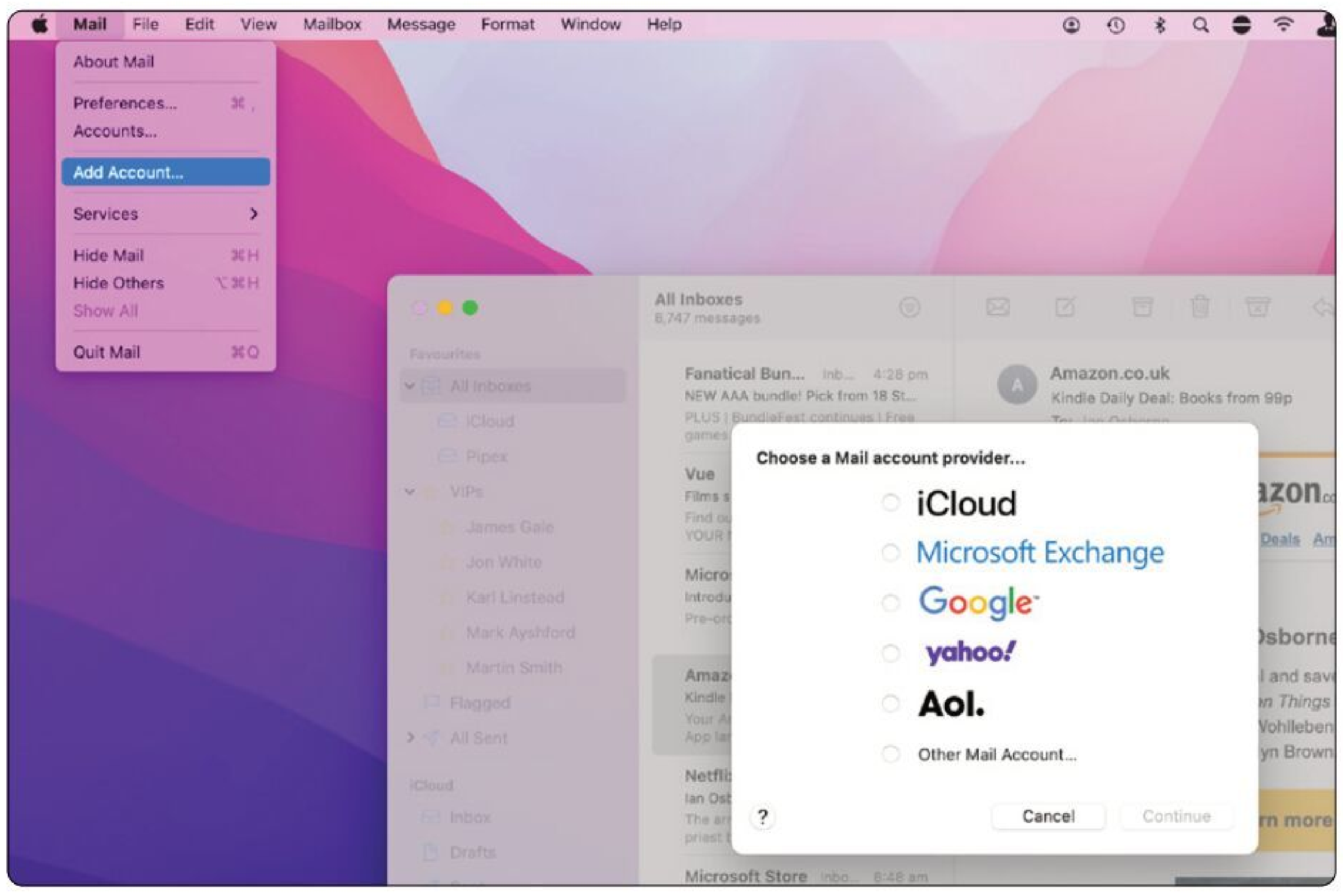
With email, you can send mails and attachments anywhere in the world, at the push of a button. It's there instantly too. Here we take a look at what email is, how you can get yourself an email address and how you can use your email accounts on your Mac, with Apple's bundled email client, the Mail app.

## Setting Up Your iCloud Email

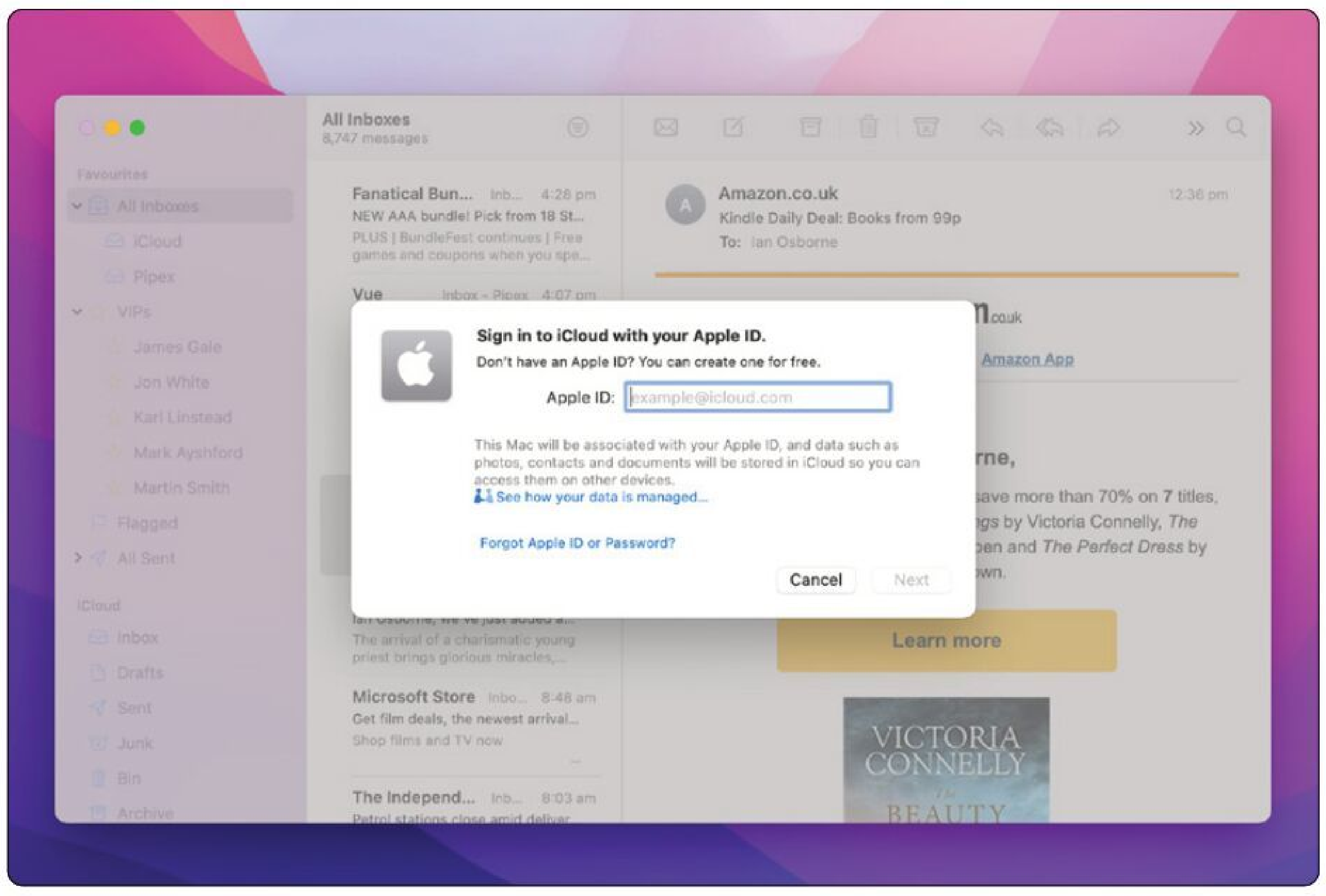

System Preferences
Edit
View
Window
Help
Apple ID
Search
Ian Osborne
ian.osborne@dsl.pipex.com
Overview
Name, Phone, Email
Password & Security
Payment & Shipping
iCloud
Media & Purchases
Ian's MacBook Pro
Ian Osborne's iPa...
Ian's Apple Watch
iMac
Photos
Keychain
Private Relay
Hide my email
iCloud Drive
iCloud Mail
Contacts
Calendars
Reminders
Notes
Options...
Optimise Mac Storage
iCloud Storage: 50 GB (21.97 GB Available)
Backups
22 GB
Manage...

The full contents of iCloud Drive will be stored on this Mac if you have enough space. Older documents will be stored only in iCloud when space is needed.

**1** If you set up your Apple ID during your Mac's initial setup, or if you signed in with an existing Apple ID, your iCloud email account is already in place. But if not, or if you want to add another iCloud email account to your Mail client, follow these instructions.


Mail
File
Edit
View
Mailbox
Message
Format
Window
Help
About Mail
Preferences...
Accounts...
Add Account...
Services
Hide Mail
Hide Others
Show All
Quit Mail
Choose a Mail account provider...
iCloud
Microsoft Exchange
Google
yahoo!
Aol.
Other Mail Account...
Cancel
Continue

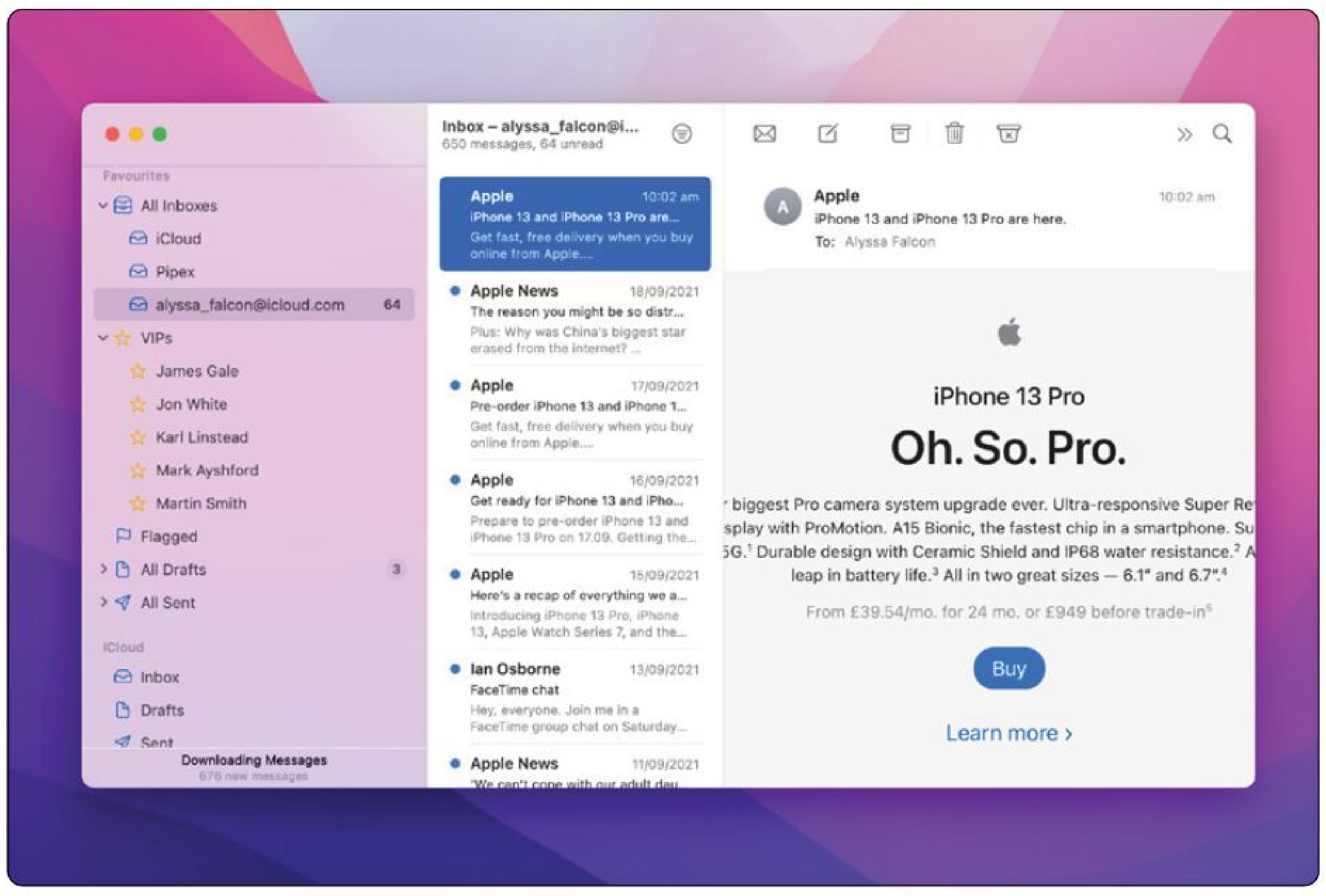
**2** Open the Mail application from the Dock and then under the Mail drop-down menu found in the left of the menu bar, click on the Add Account... link. From the pop-up menu that appears, select the iCloud link and then click on the Continue button to go to the next step.


Sign in to iCloud with your Apple ID.
Apple ID:
example@icloud.com
See how your data is managed...
Forgot Apple ID or Password?
Cancel
Next

Don't have an Apple ID? You can create one for free.

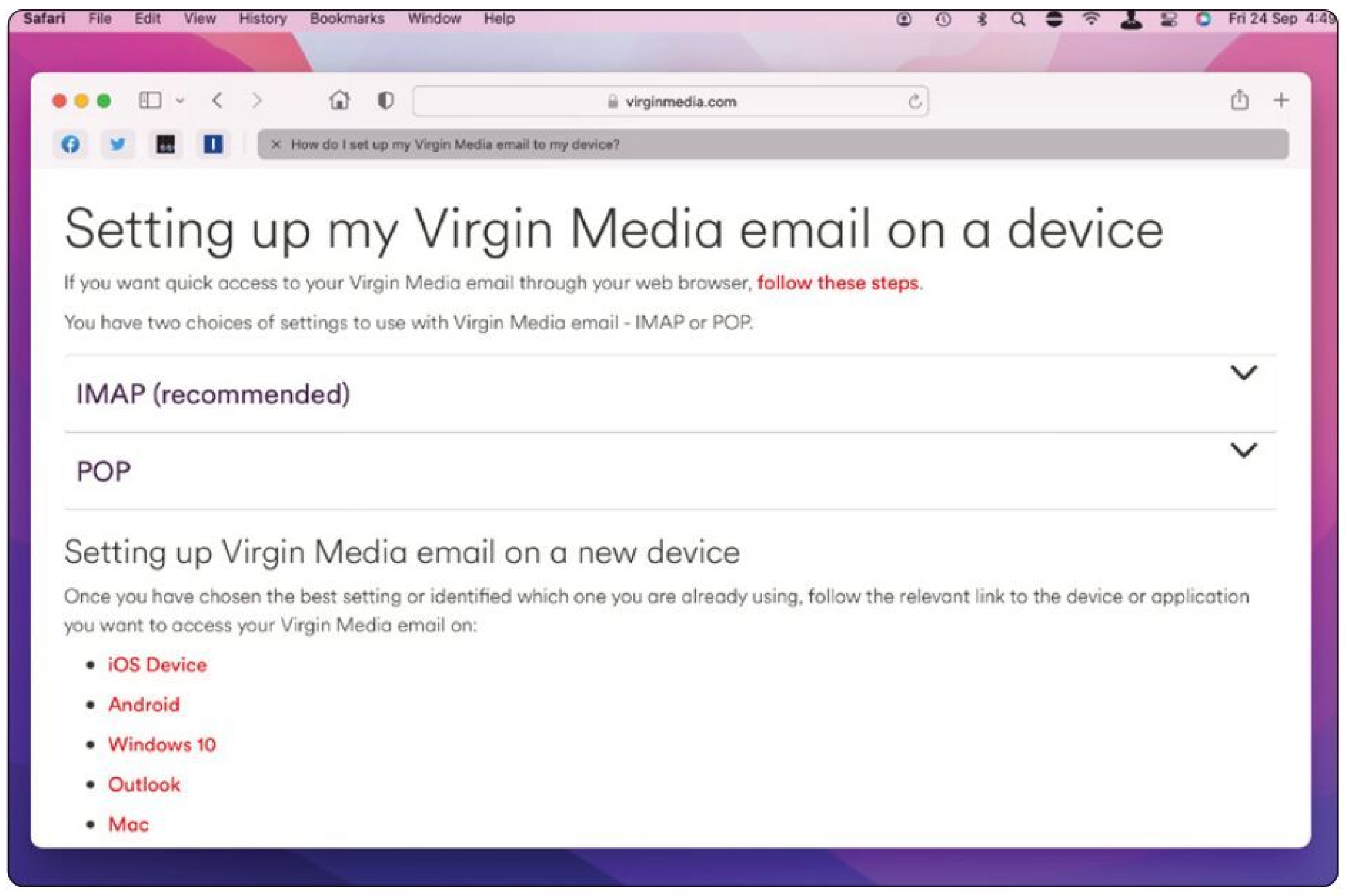
This Mac will be associated with your Apple ID, and data such as photos, contacts and documents will be stored in iCloud so you can access them on other devices.

**3** Now enter the Apple ID for the iCloud email account you want to add to your Mail app, and then the password. When you have confirmed your details you can then click on the Sign In button to take you to the next step.


Inbox – alyssa_falcon@i...
Favourites
All Inboxes
iCloud
Pipex
alyssa_falcon@icloud.com
VIPs
James Gale
Jon White
Karl Linstead
Mark Ayshford
Martin Smith
Flagged
All Drafts
All Sent
Inbox
Drafts
Sent
Downloading Messages
iPhone 13 Pro
Oh. So. Pro.
Buy
Learn more ›

**4** On the next screen, click on Add Account and your iCloud account is added to the Mail app, for you to use on your Mac. Your iCloud email can be your sole email account or you can use it in Mail or alongside others if you wish.

# Setting Up Other Emails



Setting up my Virgin Media email on a device

If you want quick access to your Virgin Media email through your web browser, follow these steps.

You have two choices of settings to use with Virgin Media email - IMAP or POP.

IMAP (recommended)

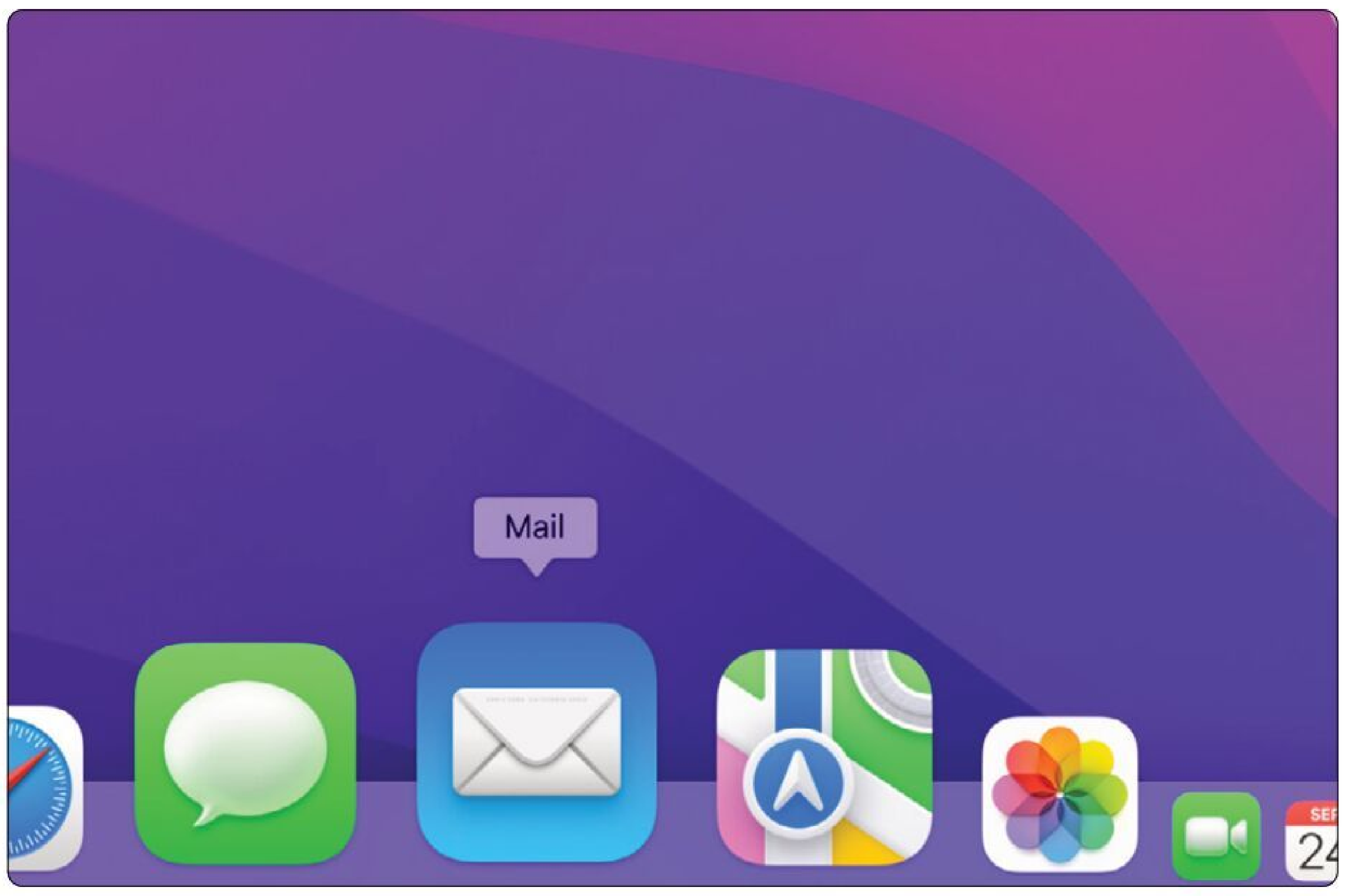
POP

Setting up Virgin Media email on a new device

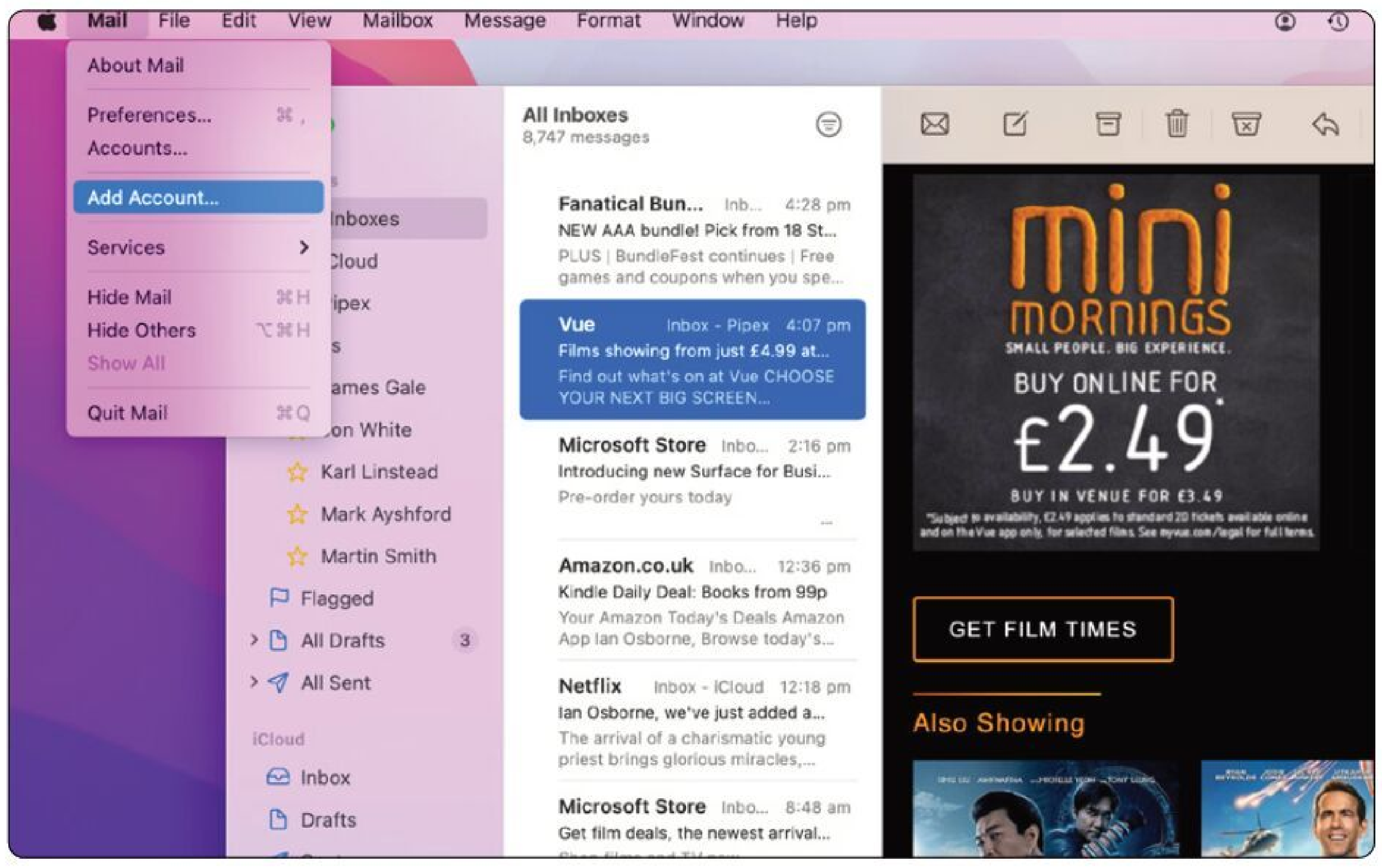
Once you have chosen the best setting or identified which one you are already using, follow the relevant link to the device or application you want to access your Virgin Media email on:

- iOS Device
- Android
- Windows 10
- Outlook
- Mac

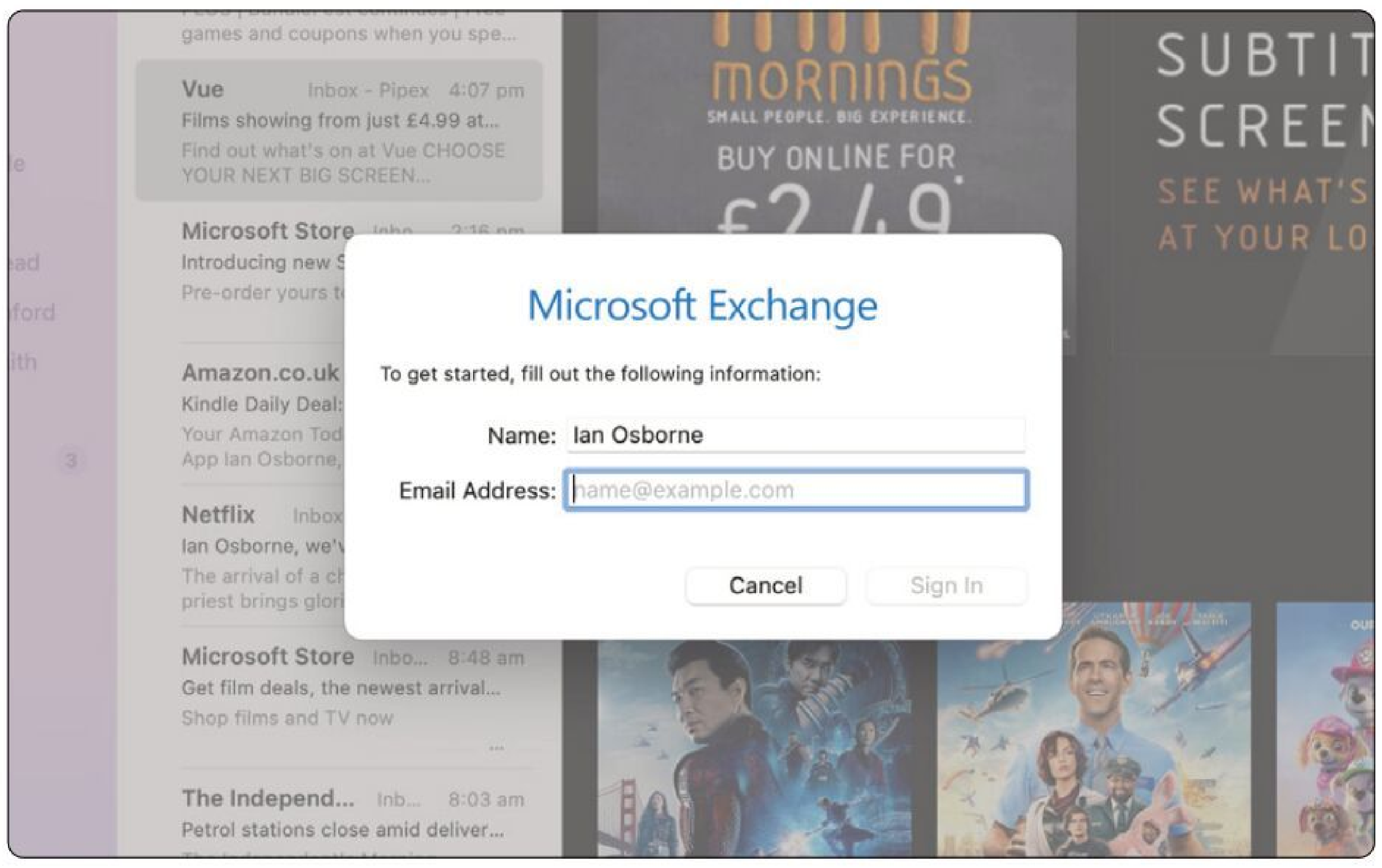
**1** To configure your Mac to access your email account from your Internet service provider, you need your email address, your password to access your email account, and POP or IMAP (incoming) and SMTP (outgoing) server addresses.



**2** macOS Monterey includes a sophisticated email program, simply called Mail. You can find it on the Dock, as it's there by default. The Mail App's icon shows the back of an envelope on a blue background. Click on this icon to open the Mail app.



**3** When you first open Mail you're prompted to set up your first email account. If you've previously used Mail or set up another account, you can add further new accounts by going to the Mail menu and selecting Add Account.



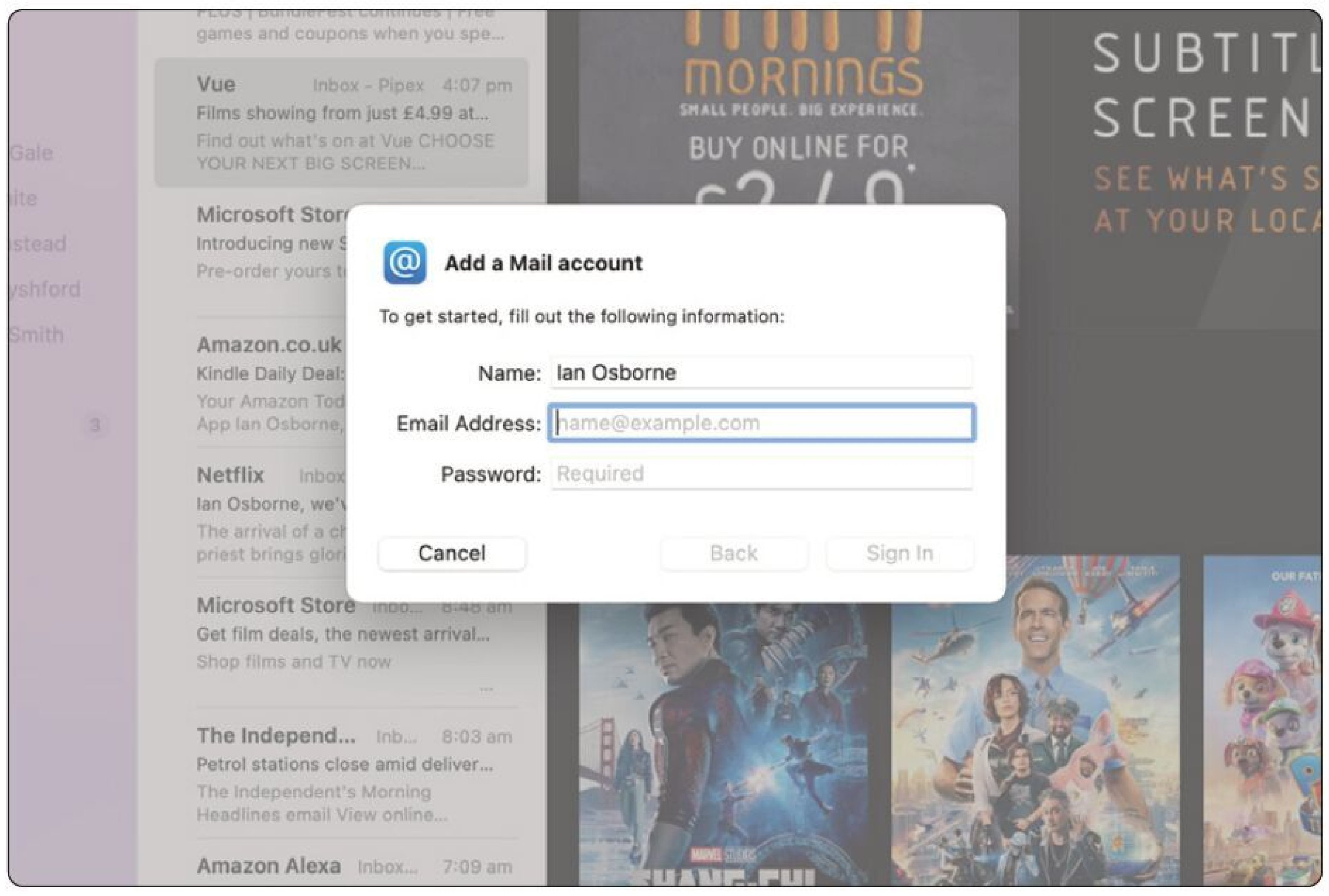
Microsoft Exchange

To get started, fill out the following information:

Name: Ian Osborne

Email Address: name@example.com

**4** If it's another web-based email service you're adding, you must now enter your full name (this appears in your own, and other people's, contact lists), your email address and your password. Do this, and your account is added.



Add a Mail account

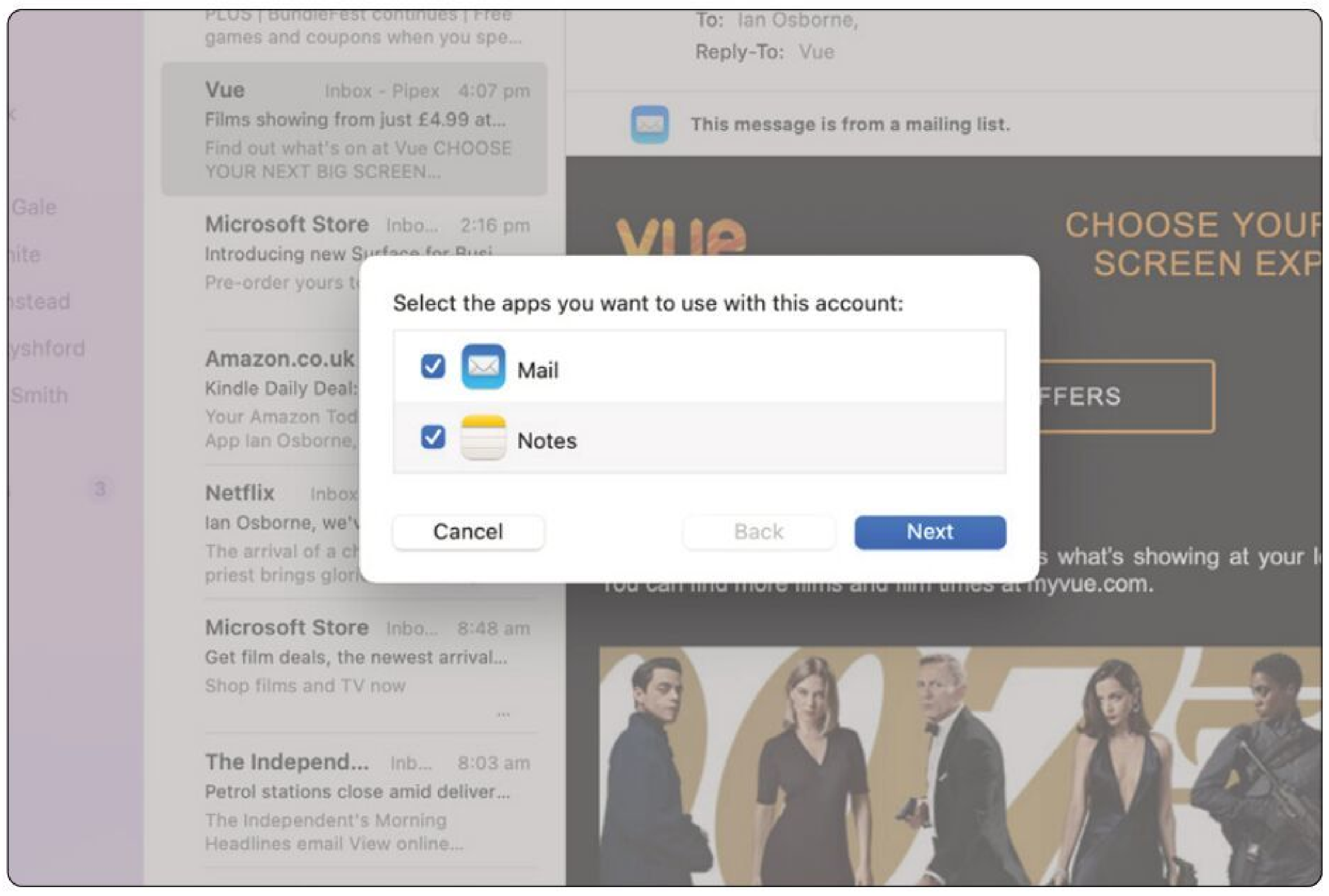
To get started, fill out the following information:

Name: Ian Osborne

Email Address: name@example.com

Password: Required

**5** If you're adding an account from your Internet Service Provider, select Other Mail Provider from the screen in Step 3. Enter details such as username, password and server information provided by your ISP. The server information should also be on the ISP's website.



Select the apps you want to use with this account:

☑ Mail

☑ Notes

**6** Fill in all the information for which you're asked. The exact information required depends on the service provider in question, but it typically includes incoming and outgoing mail server addresses, your username, and your password. When you've finished, click on Sign In to finish.

# Installing New Apps On Your Mac

Installing new apps on a Mac shouldn't be a terrifying experience. Whether you're downloading from the App Store or from a third-party developer's website, you can download and install some great new software applications, or apps, on your Mac in macOS Monterey.

**1** You can open the App Store app from the Apple menu, as well as from the Dock, the Applications window, the Launchpad and Spotlight. If updates are available for any of your apps, this is shown in the Apple menu, next to the App Store option.

**2** Type the name of an app, a developer or a genre into the Search window to search the App Store for apps. Your search results are then shown in the main window.

**3** The sidebar gives you options when exploring the App Store. Discover is best for general browsing, Arcade is for Apple Arcade titles, then there are categories for creative apps, work-related software, games developers' tools and more.

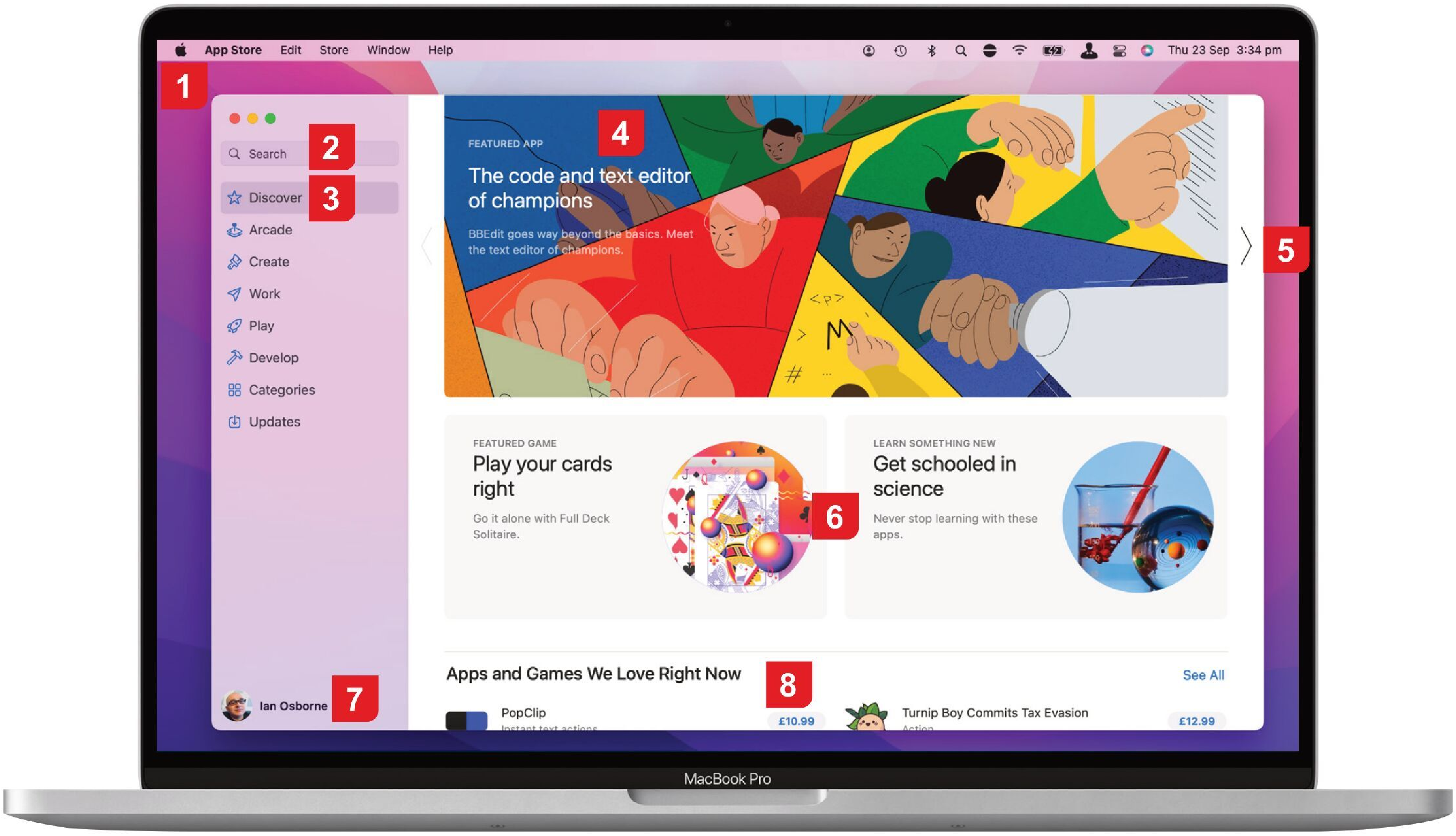
**4** This is the featured app of the day, chosen by Apple's editors.

**5** Click on the chevron for more featured apps.

**6** More from Apple's editors. These boxes might feature individual apps, or they might offer a range of titles on a given theme.

**7** Click on your name in the corner here to get your account details.

**8** Scroll the page down for individual apps and more. Click on an app to be taken to its page. Click on its price (or the word 'Get' if it's free) to buy and download it.


App Store
Edit
Store
Window
Help
Thu 23 Sep 3:34 pm
1
Search
2
Discover
3
Arcade
Create
Work
Play
Develop
Categories
Updates
Ian Osborne
7
FEATURED APP
4
5
FEATURED GAME
6
LEARN SOMETHING NEW
Apps and Games We Love Right Now
8
See All
PopClip
£10.99
Turnip Boy Commits Tax Evasion
£12.99
MacBook Pro

The code and text editor of champions

BBEdit goes way beyond the basics. Meet the text editor of champions.

Play your cards right

Go it alone with Full Deck Solitaire.

Get schooled in science

Never stop learning with these apps.

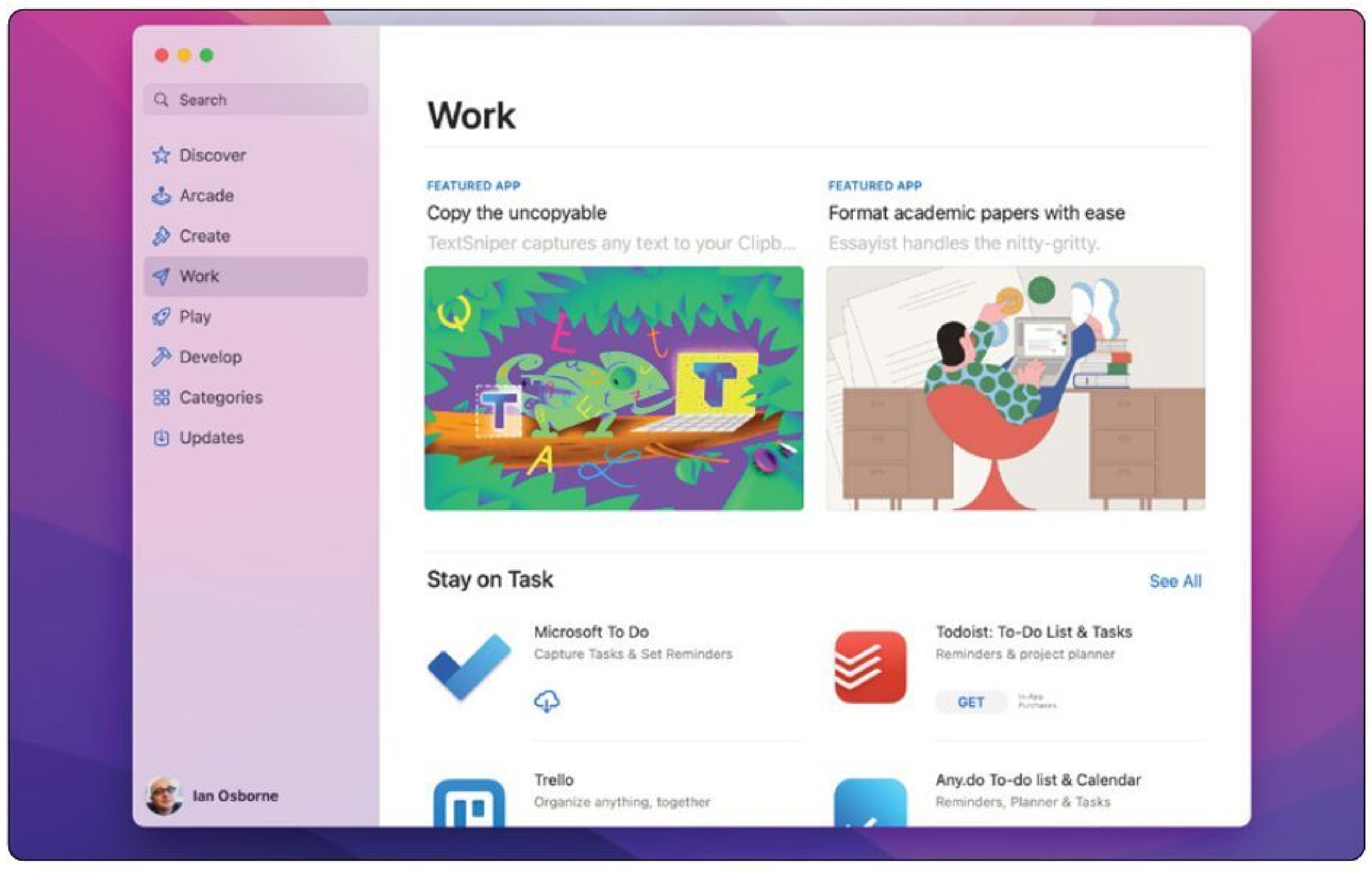
# The Mac App Store

The Apple Mac Store is an impressive market place of apps, that have been registered and cleared with Apple to run on your Mac without any hint of anything unwarranted – such as malware. But it doesn't have everything on offer. There are times when you may need to go outside the Mac App Store in order to get hold of a vital app, and this is where the confusion often arises.

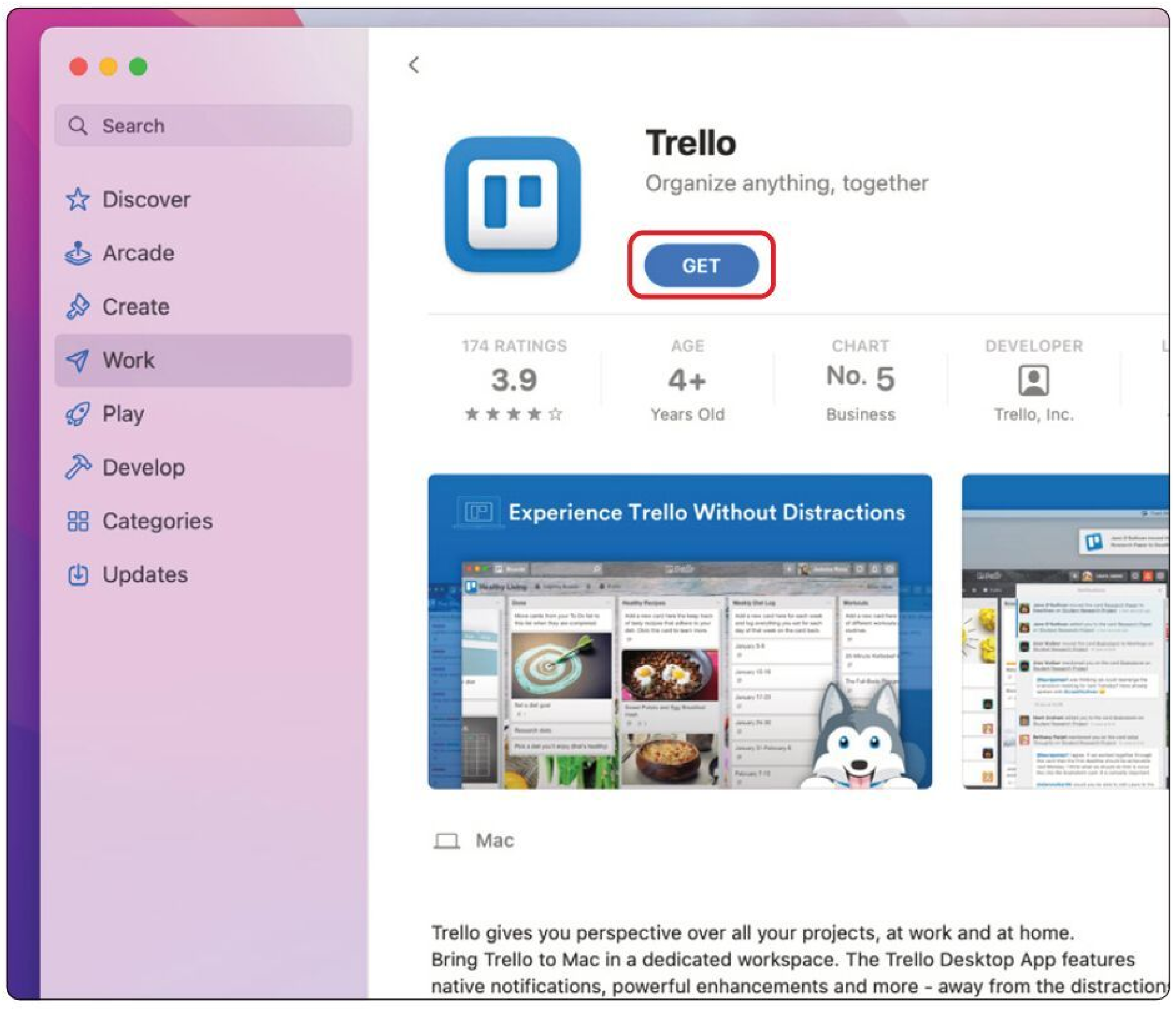
Beyond the Mac App Store you'll find all manner of different kinds of apps and these are often packaged differently depending on the developer. You can find DMG files with apps inside them, PKG installers and even Zip archives with applications inside. Let's keep things simple to begin with and start with the Mac App Store.

# Installing from the Mac App Store

The Mac App Store is a safe and friendly place for the Mac user to visit and install apps from. Open the App Store via the Dock and you'll notice that there are categories on the left-pane, while the content relating to each category is in the right-hand or main pane. There's also a handy Search bar at the top of the App Store window.

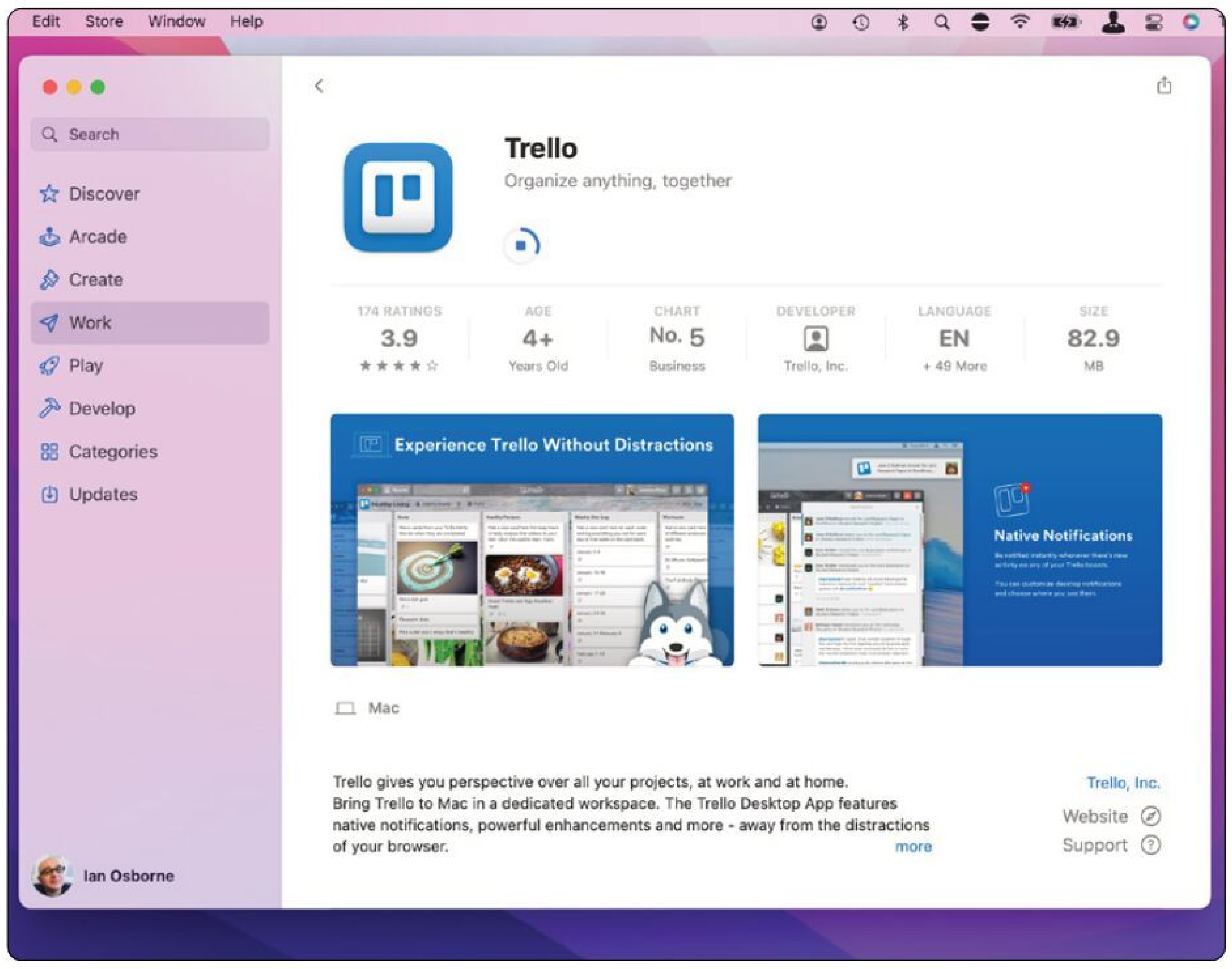

Search
Discover
Arcade
Create
Work
Play
Develop
Categories
Updates
Ian Osborne
Work
FEATURED APP
Copy the uncopyable
TextSniper captures any text to your Clipb...
FEATURED APP
Format academic papers with ease
Essayist handles the nitty-gritty.
Stay on Task
See All
Microsoft To Do
Capture Tasks & Set Reminders
Todoist: To-Do List & Tasks
Reminders & project planner
GET
Trello
Organize anything, together
Any.do To-do list & Calendar
Reminders, Planner & Tasks

**1** To install an app from the Mac App Store, either locate it via the Search bar – providing you know what you're looking for – or select it from one of the categories.


Search
Discover
Arcade
Create
Work
Play
Develop
Categories
Updates
Trello
Organize anything, together
GET
174 RATINGS
3.9
AGE
4+
Years Old
CHART
No. 5
Business
DEVELOPER
Trello, Inc.
Experience Trello Without Distractions
Mac

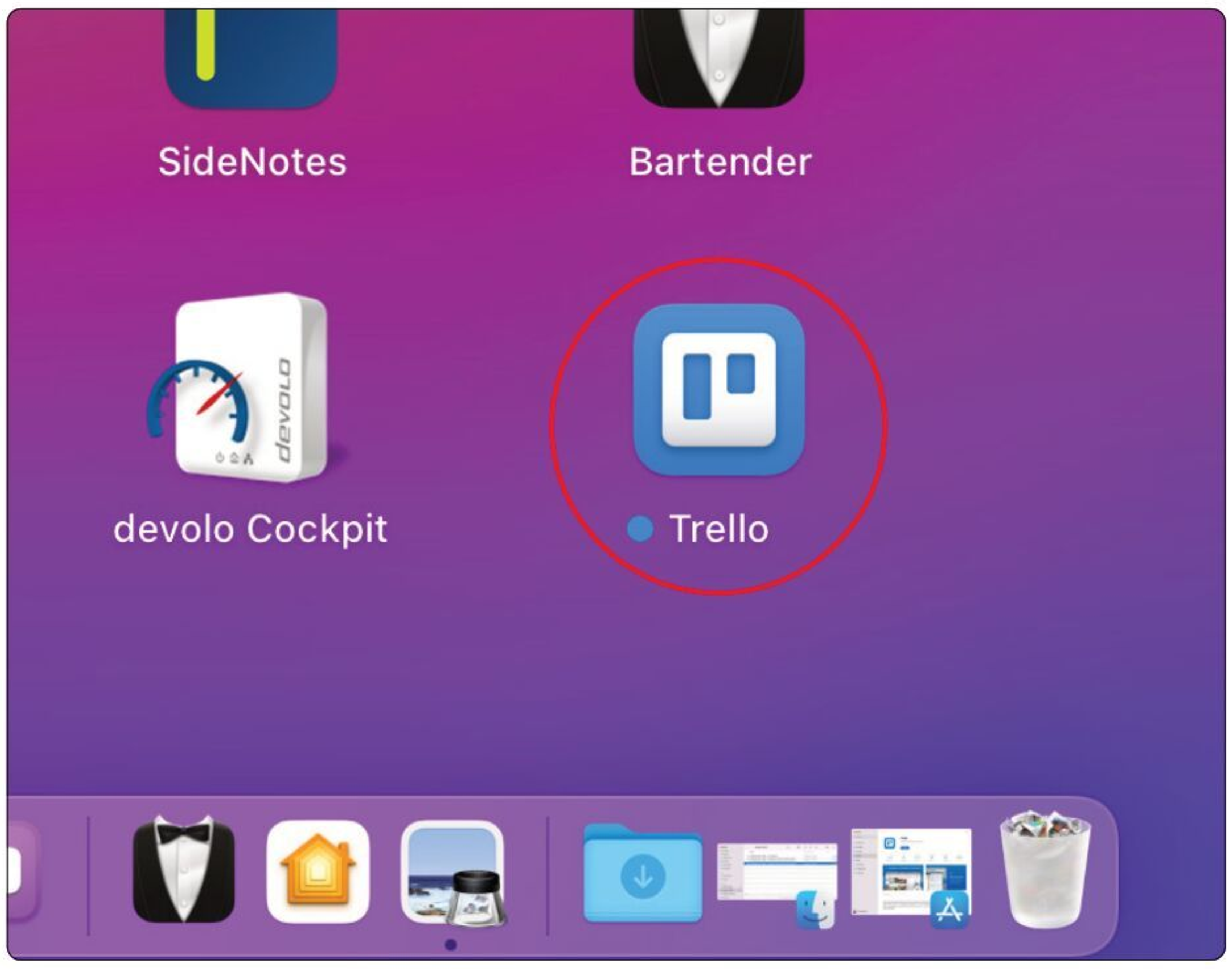
Trello gives you perspective over all your projects, at work and at home. Bring Trello to Mac in a dedicated workspace. The Trello Desktop App features native notifications, powerful enhancements and more - away from the distraction

**2** When you've found the app you want to install, click on the Get button (for free apps) or the price button (for paid-for apps). This button changes to a green Install button, and when you click on Install and sign in with your Apple ID, your new app downloads and installs on to your Mac.


Edit
Store
Window
Help
Search
Discover
Arcade
Create
Work
Play
Develop
Categories
Updates
Ian Osborne
Trello
Organize anything, together
174 RATINGS
3.9
AGE
4+
Years Old
CHART
No. 5
Business
DEVELOPER
Trello, Inc.
LANGUAGE
EN
+ 49 More
SIZE
82.9
MB
Experience Trello Without Distractions
Native Notifications
Mac
more
Trello, Inc.
Website
Support

Trello gives you perspective over all your projects, at work and at home. Bring Trello to Mac in a dedicated workspace. The Trello Desktop App features native notifications, powerful enhancements and more - away from the distractions of your browser.

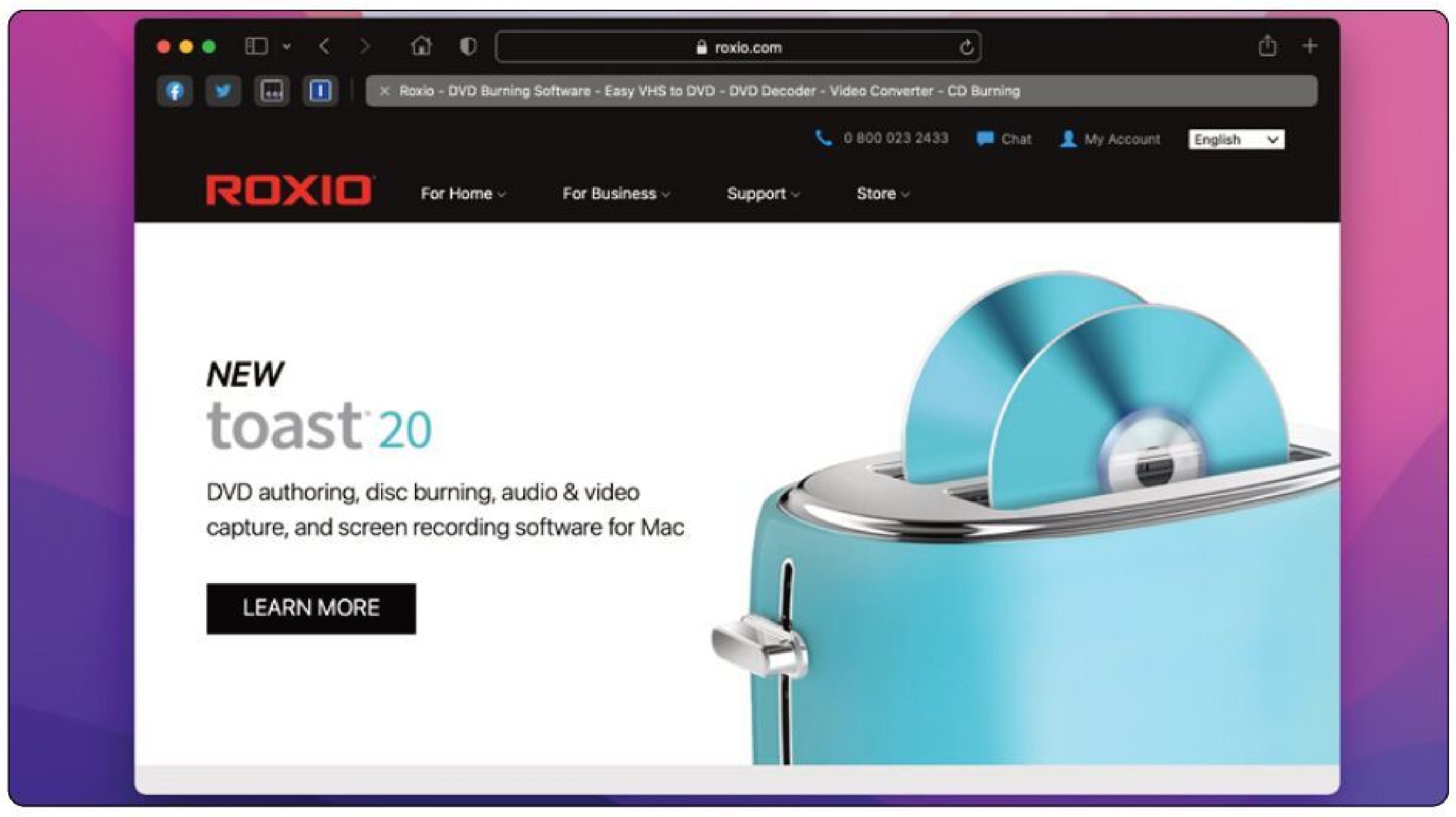
**3** The downloading and installation process may take some time, depending on the size of the app your installing and your connection to the Internet. Progress is measured with a circle where the Install button was, which is gradually filled as the app is installed. If you need to cancel the installation at any point, then click the square inside the gradually filling circle.


SideNotes
Bartender
devolo Cockpit
Trello

**4** Once the app has finished downloading and installing, you can either click the Open button – which has replaced the filled circle in the Mac App Store – or you can find the newly installed app through the Launchpad via the Dock. Updates are handled by the App Store and anything you purchase on one Mac will work on another compatible Mac. It's a quick, simple and convenient way to work.

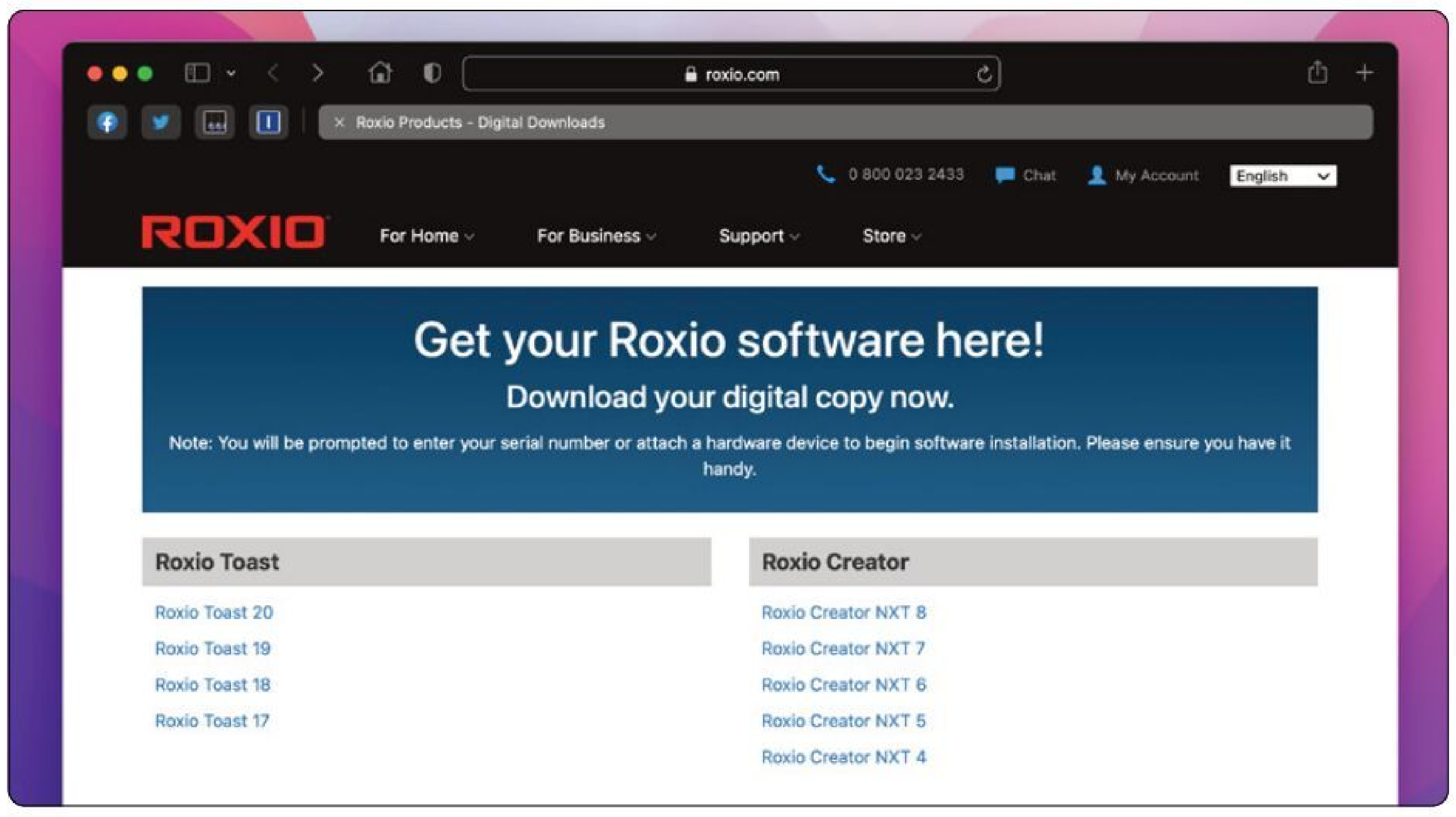
# Third-party Apps On Your Mac

Installing from developers' websites does carry some baggage. For one, you're not going to get updates from the Mac App Store, which may lead to an unresponsive app as the core macOS system is updated. Secondly, there's a potential security risk, as you've no way of knowing if the app you're installing has any form of malware hidden deep within it. And thirdly, it's not often quite as simple as a single click.


roxio.com
Roxio - DVD Burning Software - Easy VHS to DVD - DVD Decoder - Video Converter - CD Burning
0 800 023 2433
Chat
My Account
English
ROXIO
For Home
For Business
Support
Store
LEARN MORE

NEW
toast 20
DVD authoring, disc burning, audio & video capture, and screen recording software for Mac

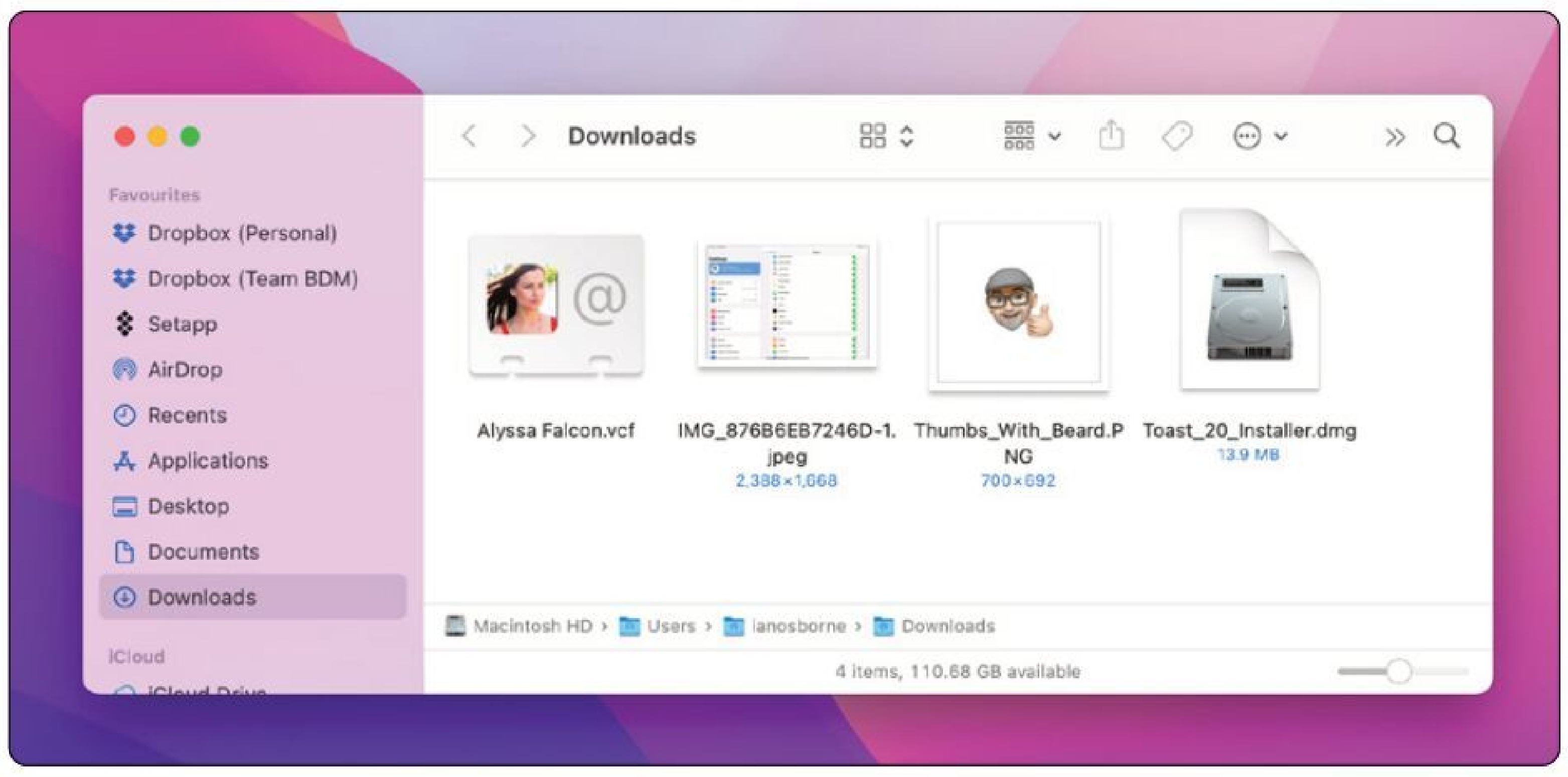
**1** Begin by locating the app you want to install – as previously mentioned, look for a reputable site. Ensure that it actually has a macOS version available, as Windows or Linux developed apps won't work on a Mac (unless you do some clever work in the background).


roxio.com
Roxio Products - Digital Downloads
0 800 023 2433
Chat
My Account
English
ROXIO
For Home
For Business
Support
Store

Get your Roxio software here!
Download your digital copy now.
Note: You will be prompted to enter your serial number or attach a hardware device to begin software installation. Please ensure you have it handy.

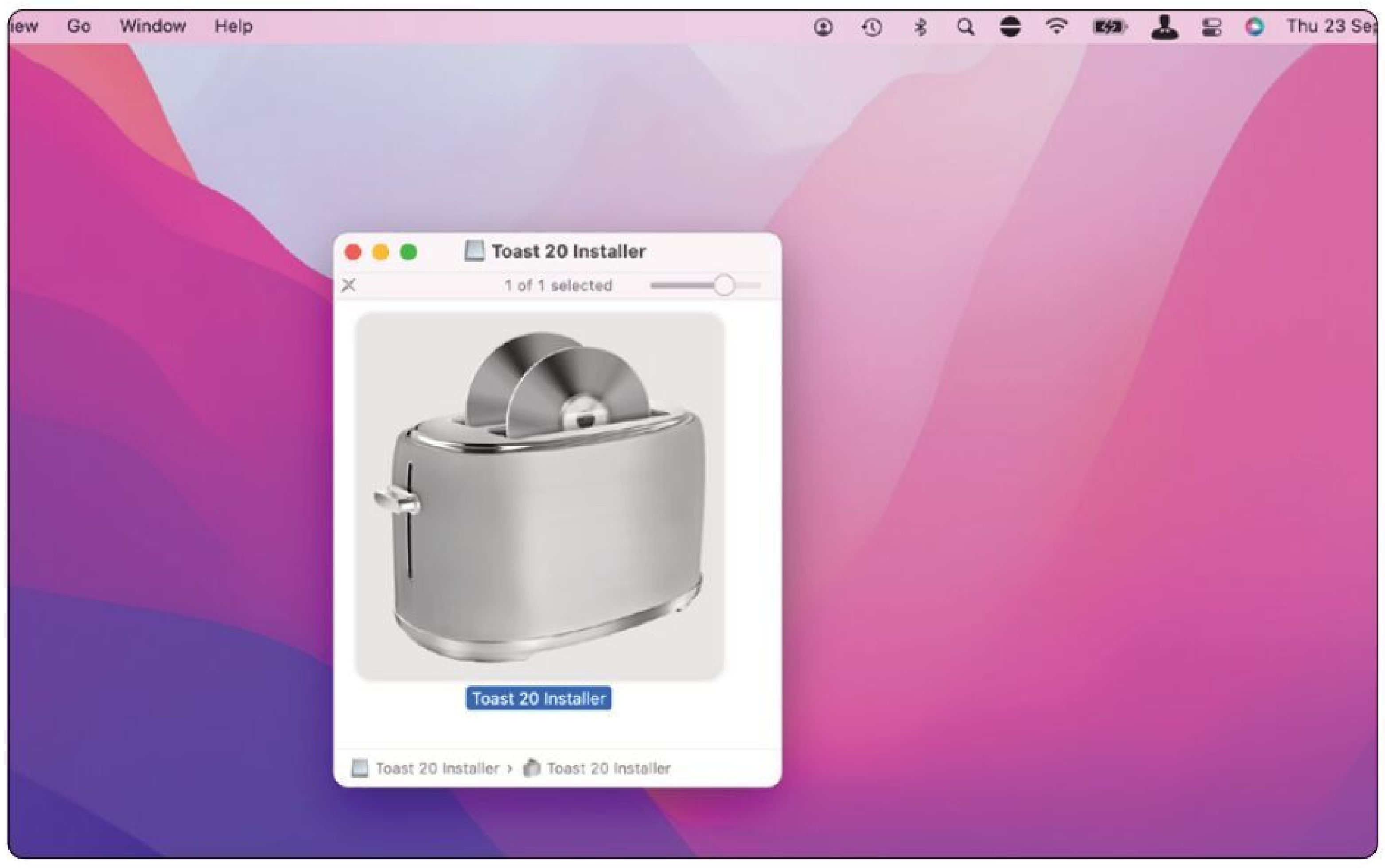
| Roxio Toast | Roxio Creator |
|---|---|
| Roxio Toast 20 | Roxio Creator NXT 8 |
| Roxio Toast 19 | Roxio Creator NXT 7 |
| Roxio Toast 18 | Roxio Creator NXT 6 |
| Roxio Toast 17 | Roxio Creator NXT 5 |
| | Roxio Creator NXT 4 |

**2** There's usually a Downloads section to any site where there's apps available from the developer. In there you can find the macOS specific installation file you need for the app in question. Click the link to it or button, to begin the download of the app's installer.

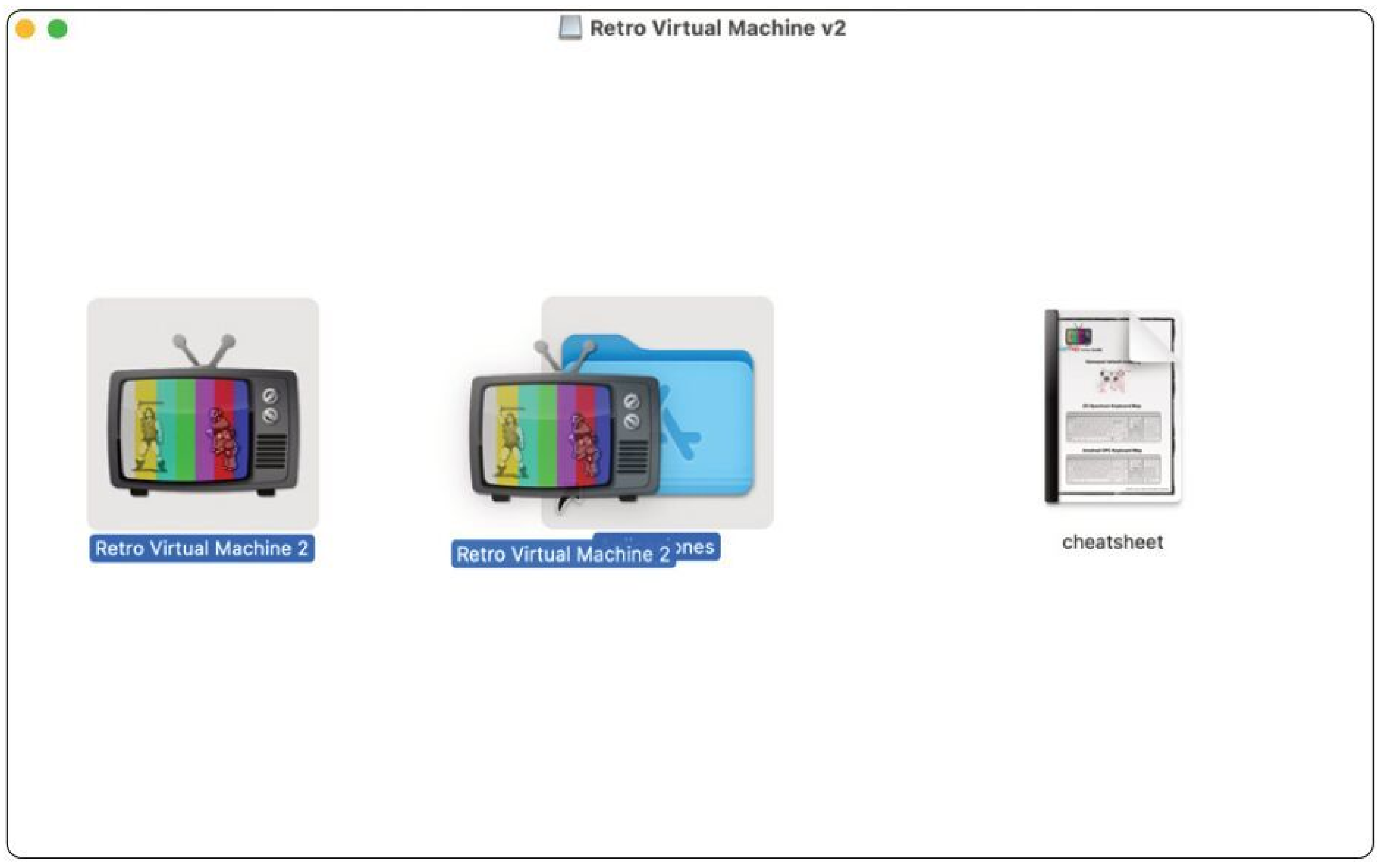

Downloads
Favourites
Dropbox (Personal)
Dropbox (Team BDM)
Setapp
AirDrop
Recents
Applications
Desktop
Documents
Downloads
iCloud
Alyssa Falcon.vcf
IMG_876B6EB7246D-1.jpeg
2,388×1,668
Thumbs_With_Beard.PNG
700×692
Toast_20_Installer.dmg
13.9 MB
Macintosh HD › Users › ianosborne › Downloads
4 items, 110.68 GB available

**3** Most macOS downloaded app installers come as DMG files. A DMG file is an Apple Disk Image file or a Mac OS X Disk Image file. It's basically a digital reconstruction of a physical disk and stores compressed software installers instead of having a physical medium. These DMG files can therefore be mounted as virtual disk images.

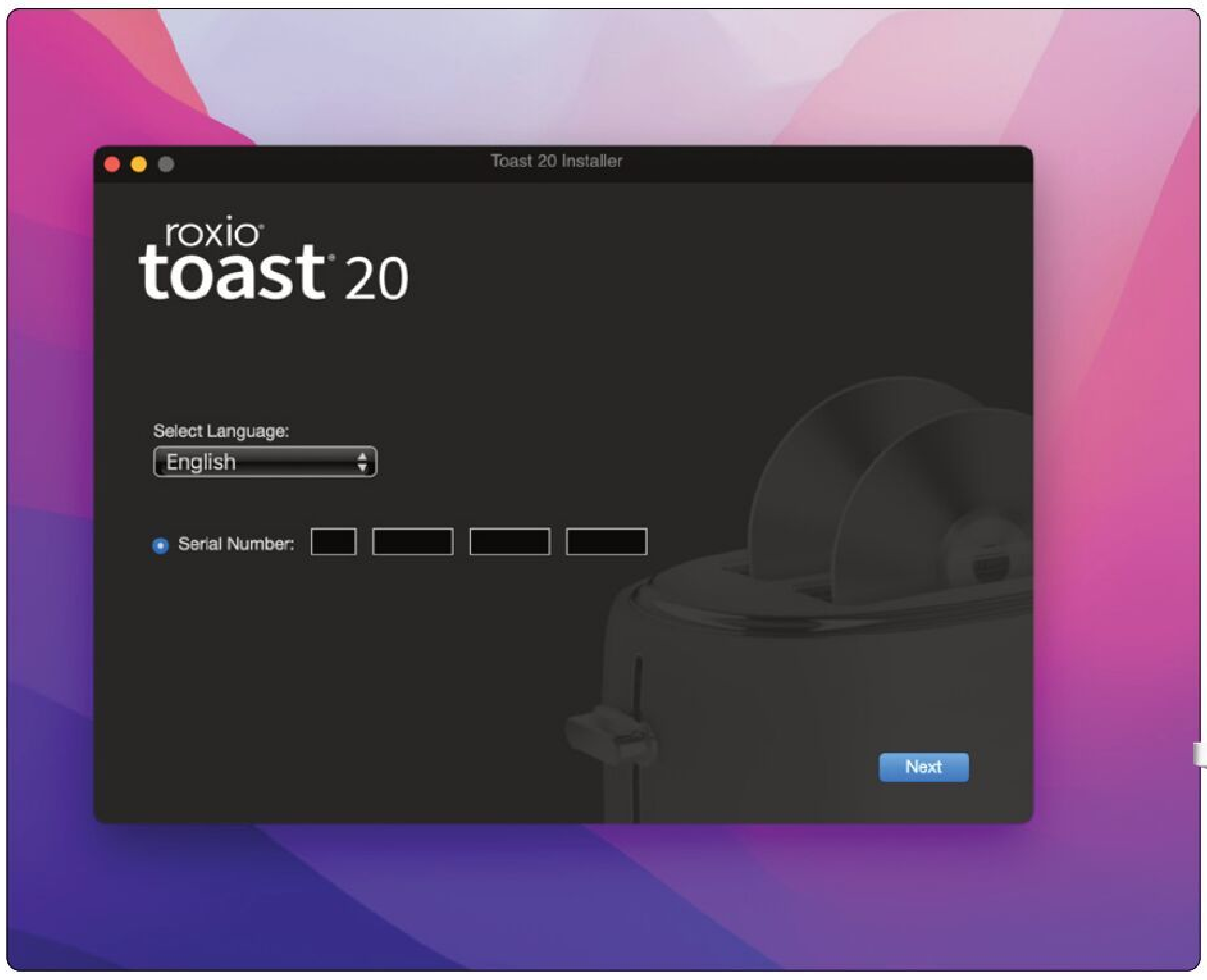
All downloads from Safari are stored in the Downloads folder in Finder. Locate the folder and the DMG file you've downloaded, then double-click to mount the virtual disk image.


iew
Go
Window
Help
Thu 23 Se
Toast 20 Installer
1 of 1 selected
Toast 20 Installer
Toast 20 Installer › Toast 20 Installer

**4** This does one of several operations: first, macOS will scan the DMG file and ensure it's all there and in the right order to read from. Secondly, it will open a virtual disk image both on the desktop and within Finder as a new external drive. Thirdly, you'll get a brief notice indicating how to install the chosen app on to your system.


Retro Virtual Machine v2
Retro Virtual Machine 2
Retro Virtual Machine 2
cheatsheet

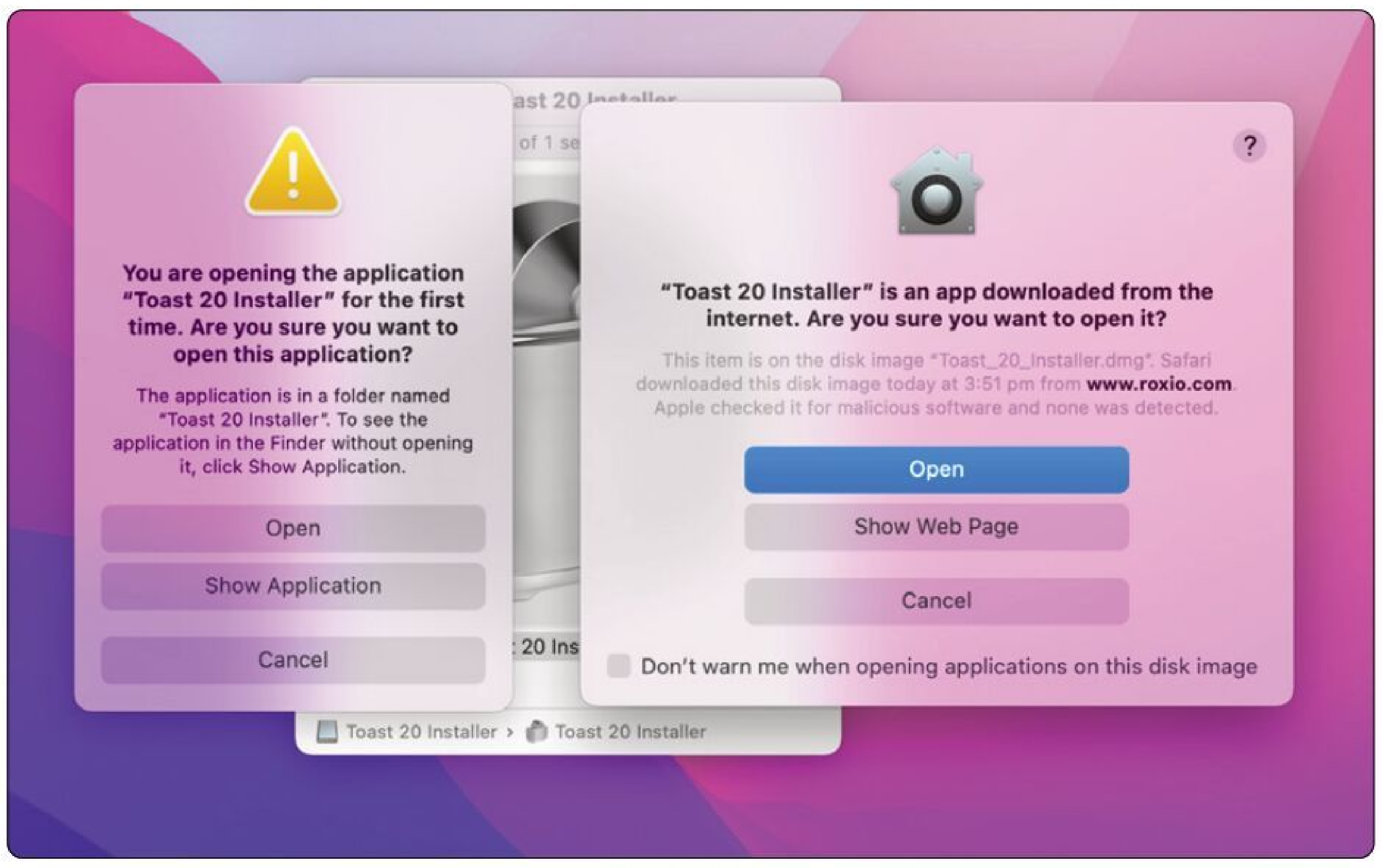
**5** If there's an Applications folder in the window with a small arrow in its bottom-left corner, drag the application into this folder to install it. If the folder contains a file with a name that ends 'installer', double click on that file to start the installation process. Follow the on-screen instructions to complete the installation. You'll then find the intsalled software in your Applications folder where you can choose to add to your Dock if you want to access it quickly.


Toast 20 Installer
roxio
toast 20
Next

Select Language: English

○ Serial Number:

**7** If you bought the app from the developer's web store, you might have received a registration code by email. This might be required during the installation process, or you might be able to use the application for free for a set period of time before a code is needed. If you're asked to input a code during the installation, copy and paste it from the email into the fields provided. Having done so, continue to follow the on-screen instructions.



**You are opening the application "Toast 20 Installer" for the first time. Are you sure you want to open this application?**

The application is in a folder named "Toast 20 Installer". To see the application in the Finder without opening it, click Show Application.

Open
Show Application
Cancel

**"Toast 20 Installer" is an app downloaded from the internet. Are you sure you want to open it?**

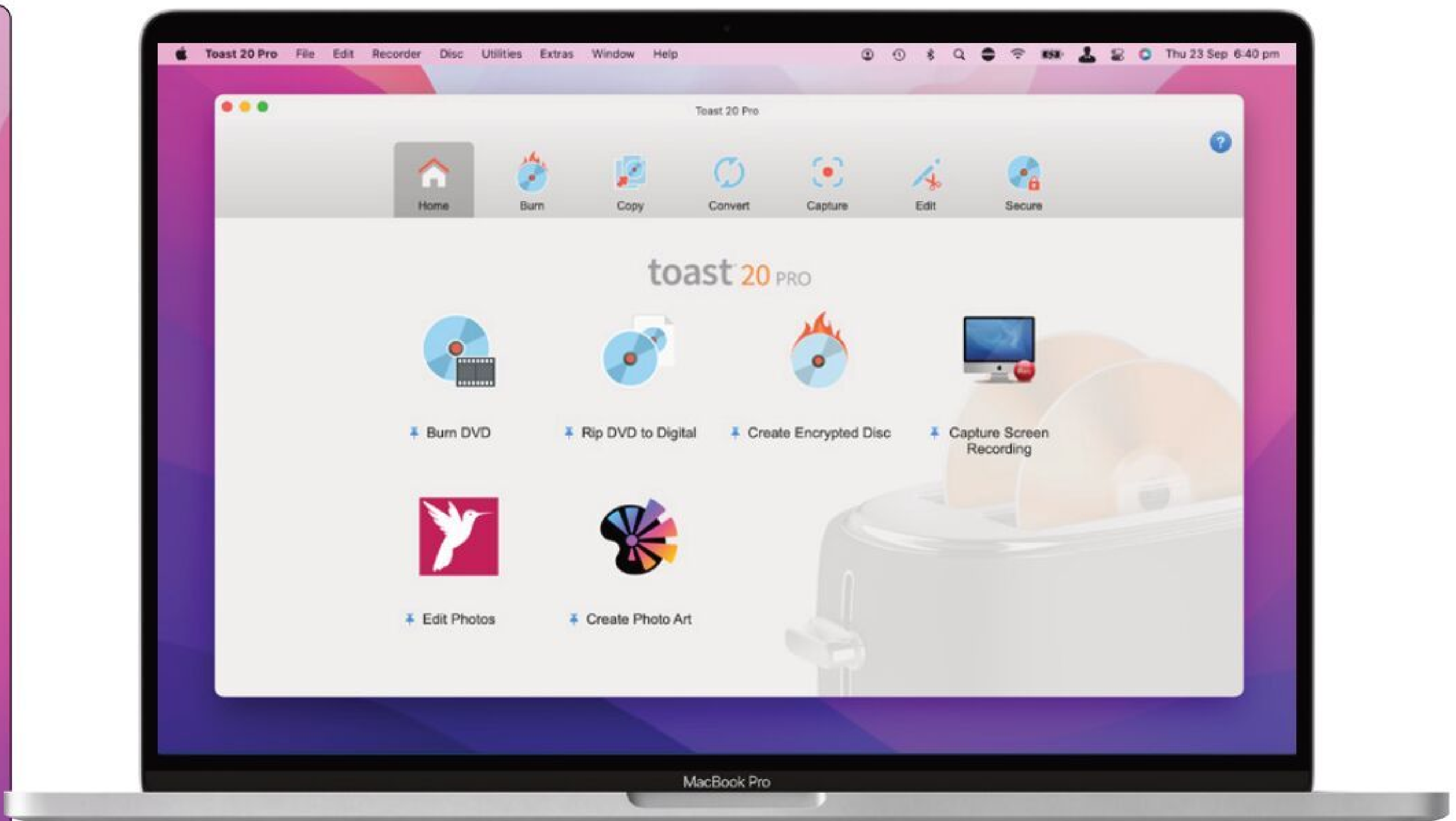
This item is on the disk image "Toast_20_Installer.dmg". Safari downloaded this disk image today at 3:51 pm from **www.roxio.com**. Apple checked it for malicious software and none was detected.

Open
Show Web Page
Cancel

☐ Don't warn me when opening applications on this disk image

Toast 20 Installer › Toast 20 Installer

**6** Because the application was downloaded from a third-party site, you might get warnings such as the ones shown here. If you're sure you downloaded the app from a reputable site, click on Open to proceed. You might also have to open System Preferences > Security & Privacy > General, click the lock (bottom left) and enter your admin password and make sure the lower option is set to 'App Store and identified developers'.


Toast 20 Pro
Home
Burn
Copy
Convert
Capture
Edit
Secure
toast 20 PRO
Burn DVD
Rip DVD to Digital
Create Encrypted Disc
Capture Screen Recording
Edit Photos
Create Photo Art
MacBook Pro

**8** The app should launch as expected. If you come across any problems, it's often down to the fact that you are running a more recent version of macOS than the app was designed for, or the app is 32-bit, whereas macOS Monterey will only execute 64-bit apps. If this happens, it's worth checking with the site you downloaded it from; perhaps there's a more recent version to download. Otherwise, you could Google the error and see what other users have to say about the matter. Most apps often produce unique errors depending on the developer and the app, so don't always expect the same solution to work all of the time.

## What are PKG Files?

One other popular file type for macOS installations is the PKG file. Although it's not as popular as DMG files. Simply put, a PKG file are installation packages that generally contain automated scripts that will direct the installation of the app in question. They will take you through a kind of setup wizard and create a multi-step installation process.

They are usually only used where multiple additional components are required by the app but also when different services are required from macOS or the installation files will be placed in different areas of the Mac's file system.

One more note: Once you've installed any DMG or PKG file, you can delete it from the system. Its job is finished now, and the app is installed. Unless you'd like to keep it in case you install it on another Mac, there's no need to keep hold of it in the Downloads folder. Simply drag it into the bin and then empty the bin to delete it from your system.

# macOS Monterey's Key Apps

One of the best things about the Mac is that it comes with a wealth of preinstalled applications, or 'apps'. There's the Safari web browser, the Mail email client, productivity apps such as Calendar, Notes and Reminders, entertainment apps like Apple TV, Music and books, and more. Here we tell you all about them.

Learn more >

Video
Window
Help

Mon Jun 7 9:41 AM
Dream Team
6 People Active >
Leave
leeandnim.co
KITCHEN
Monocle...
COLLECTION
LEE&NIM
Adam
9:41 AM
7:34 AM
Yesterday
Yesterday
Saturday
6/4/21
iMessage
JUN
7
tv

To: Dream Team

We've been trying to get designs together for the new season's lineup.

Konstantin Babichev

Nice! 👍

Juan, how'd the shoot go? I'd love to see what we could put on the landing page.

Juan Carlos

6 Photos

# Safari
# Your Web Browser

Safari is your Mac's built-in web browser. With it, you can explore the worldwide web, enjoy your social media accounts, buy and sell on eBay and more. With macOS Monterey, Safari gets an overhaul with a great new Group Tabs option.

**1** This icon opens and closes the sidebar on the left.

**2** Here you see how many tabs you currently have open in Safari. Click the four-squares icon to see those tabs as thumbnails in the main window.

**3** This icon gives you a menu that lets you make a Tab Group of the tabs you currently have open, or start a new, empty Tab Group to which you can add tabs manually.

**4** These two chevrons are your navigation controls, which let you move forward and backward through your browsing history.

**5** Click the house icon to take you back to your designated Homepage. Change this Homepage in Preferences > General.

**6** A lot of websites use trackers to track your browsing from site to site, in order to target advertising. The Shield icon lets you see what trackers have attempted to track you, and lets you Turn On Private Relay (iCloud+ required).

**7** This is the URL Bar. Enter the website address of your choice or a search term that you wish to look up into this bar, then tap the Return key.

**8** If a web page fails to load properly or you wish to check if it has updated, you can refresh it by clicking on this button and reloading.

**9** Click on the Sharing icon to see your options for sharing the page you're viewing; adding it to Notes, making a Quick Note and options for Add Bookmark and Add to Reading List.

**10** Click the + icon to open a new, blank tab. You can then go to a new website without closing the one you're currently viewing.

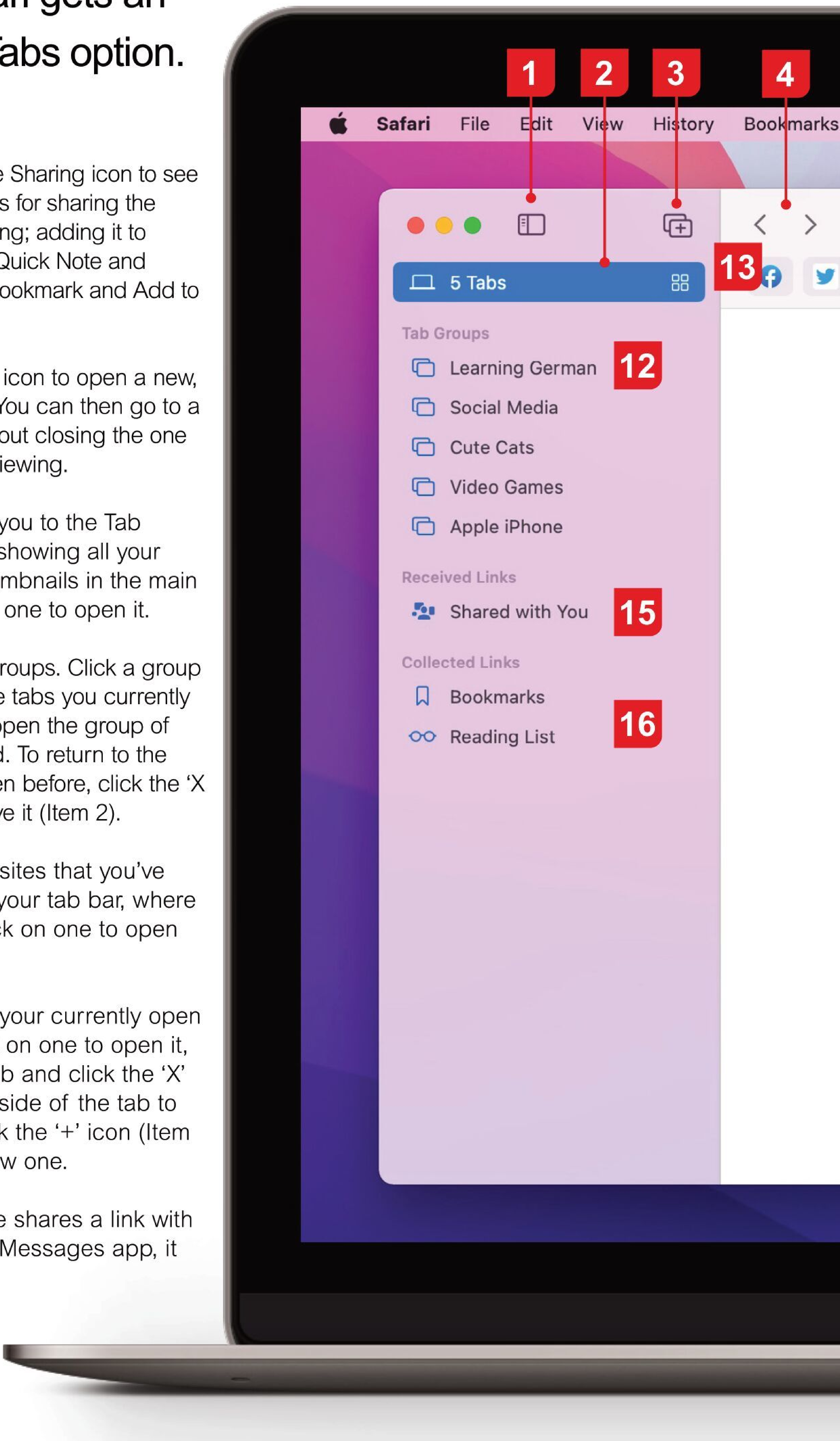
**11** This takes you to the Tab Overview, showing all your open tabs as thumbnails in the main window. Click on one to open it.

**12** Your Tab Groups. Click a group to close the tabs you currently have open, and open the group of tabs you selected. To return to the tabs you had open before, click the 'X Tabs' option above it (Item 2).

**13** These are sites that you've pinned to your tab bar, where they remain. Click on one to open that tabbed site.

**14** These are your currently open tabs. Click on one to open it, hover over the tab and click the 'X' on the left-hand side of the tab to close it, and click the '+' icon (Item 10) to open a new one.

**15** If someone shares a link with you in the Messages app, it appears here.

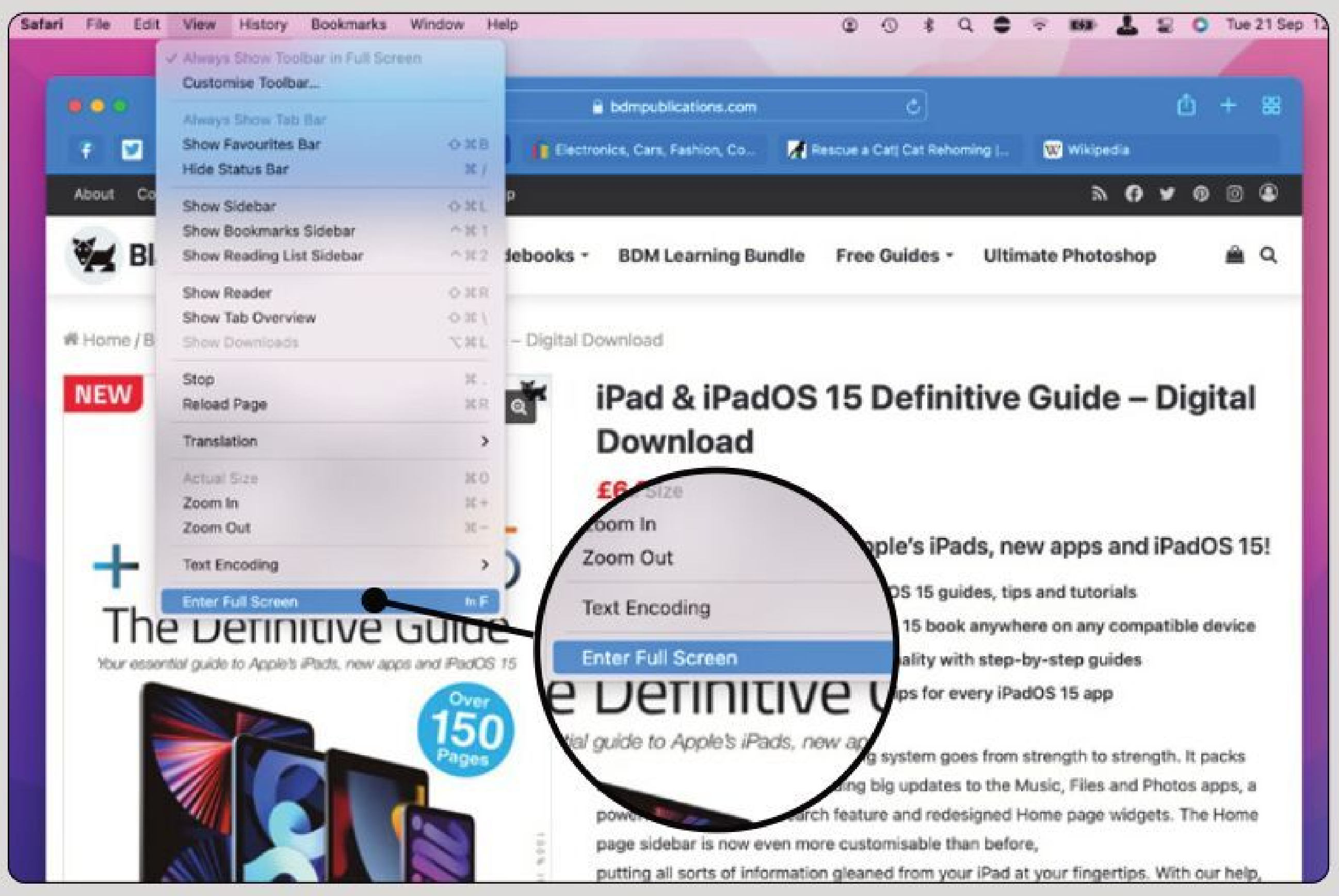


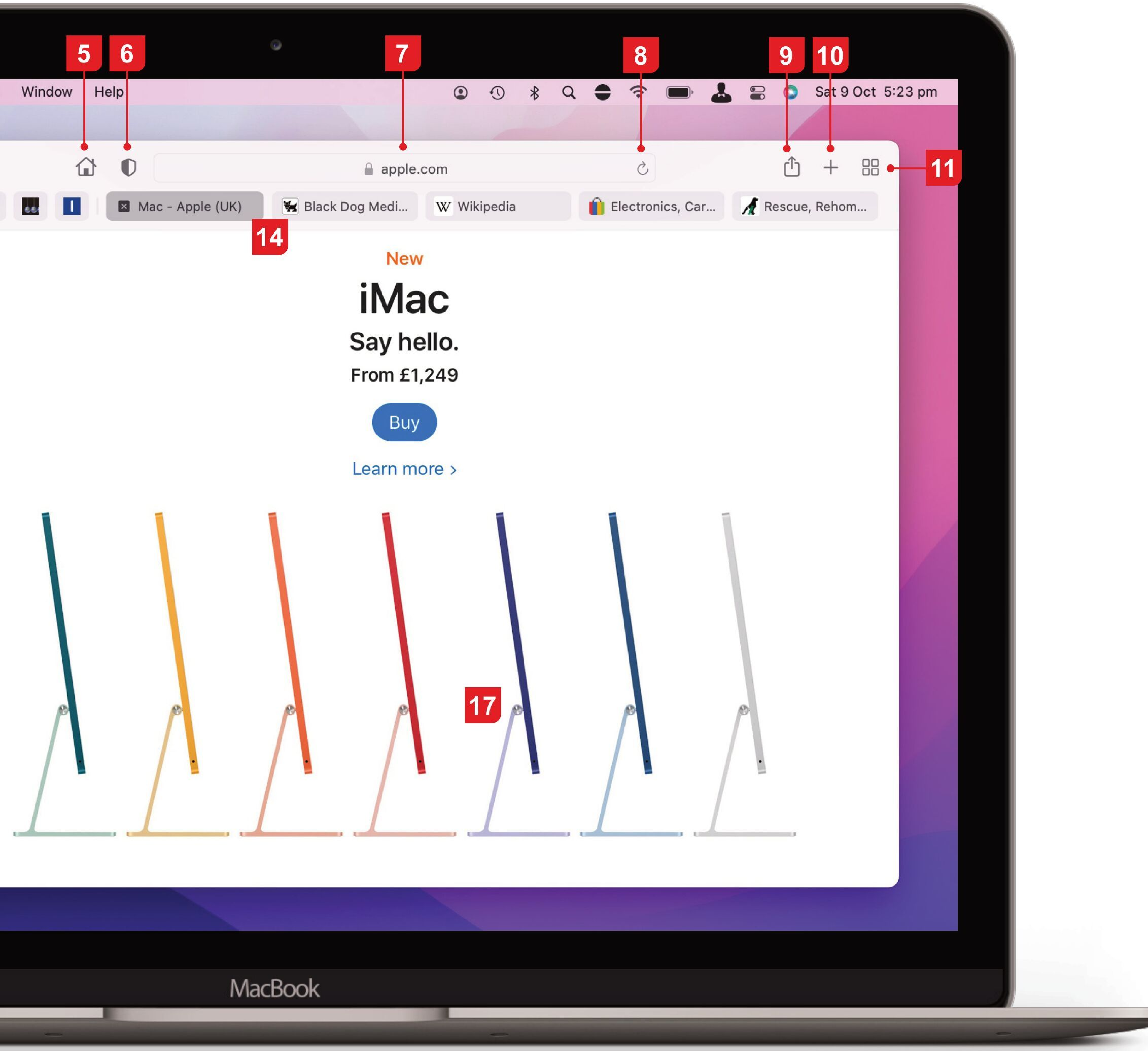
**16** Click these links for a list of your Bookmarks or sites you added to your Reading List. After doing so, click the chevron in the top-left of the sidebar to return to the sidebar shown here.

**17** This is where the web page you're viewing is displayed. You can then scroll up and down by using the scroll function on your mouse or trackpad, and navigate to new pages by clicking on links, which can be menus, buttons, text or images.

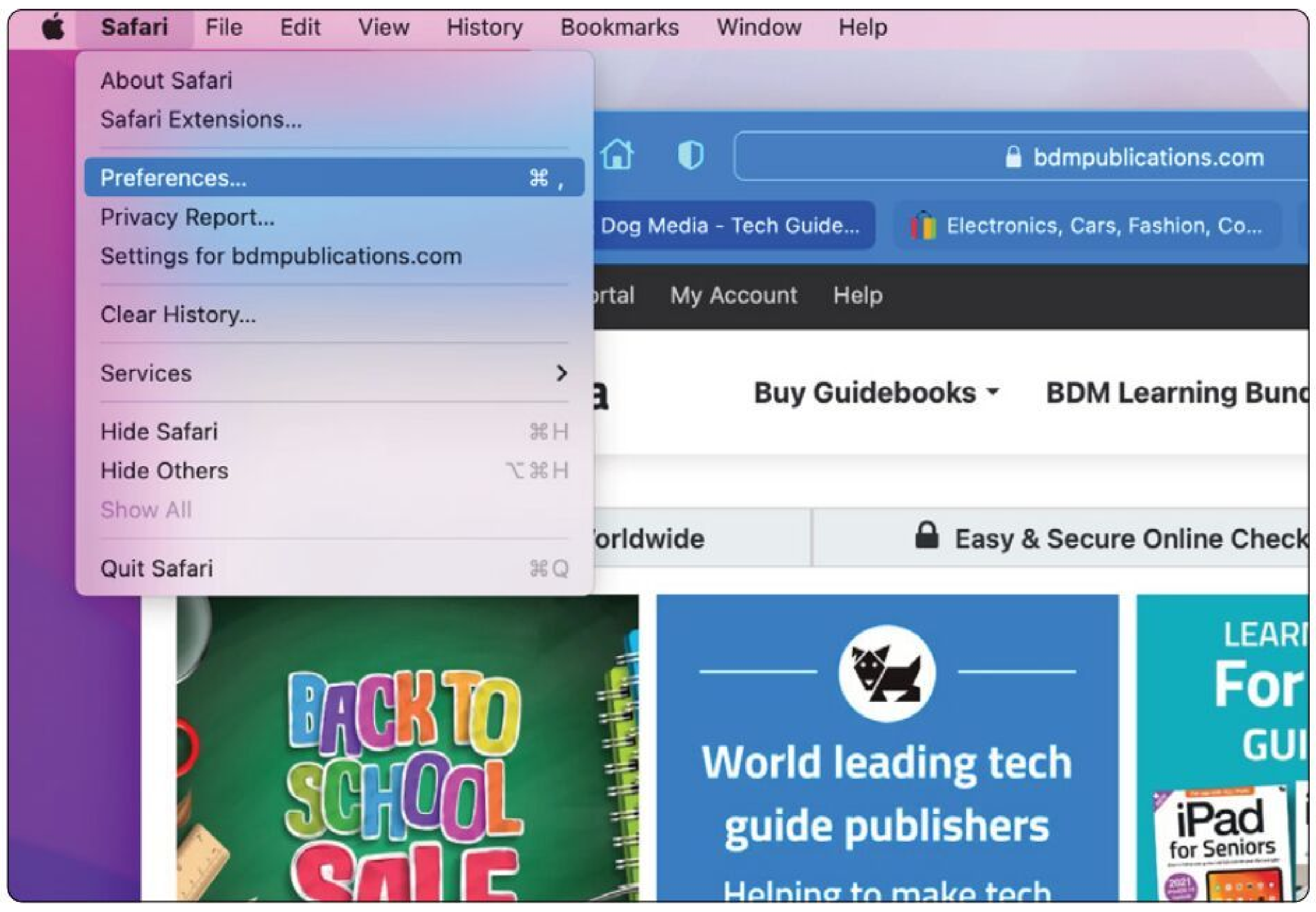
## Full Screen.

Browse in full-screen mode by clicking on the green gumdrop in the top left corner, selecting Enter Full Screen in the View menu or pressing fn-F. To go back to regular browsing, repeat any of these options.

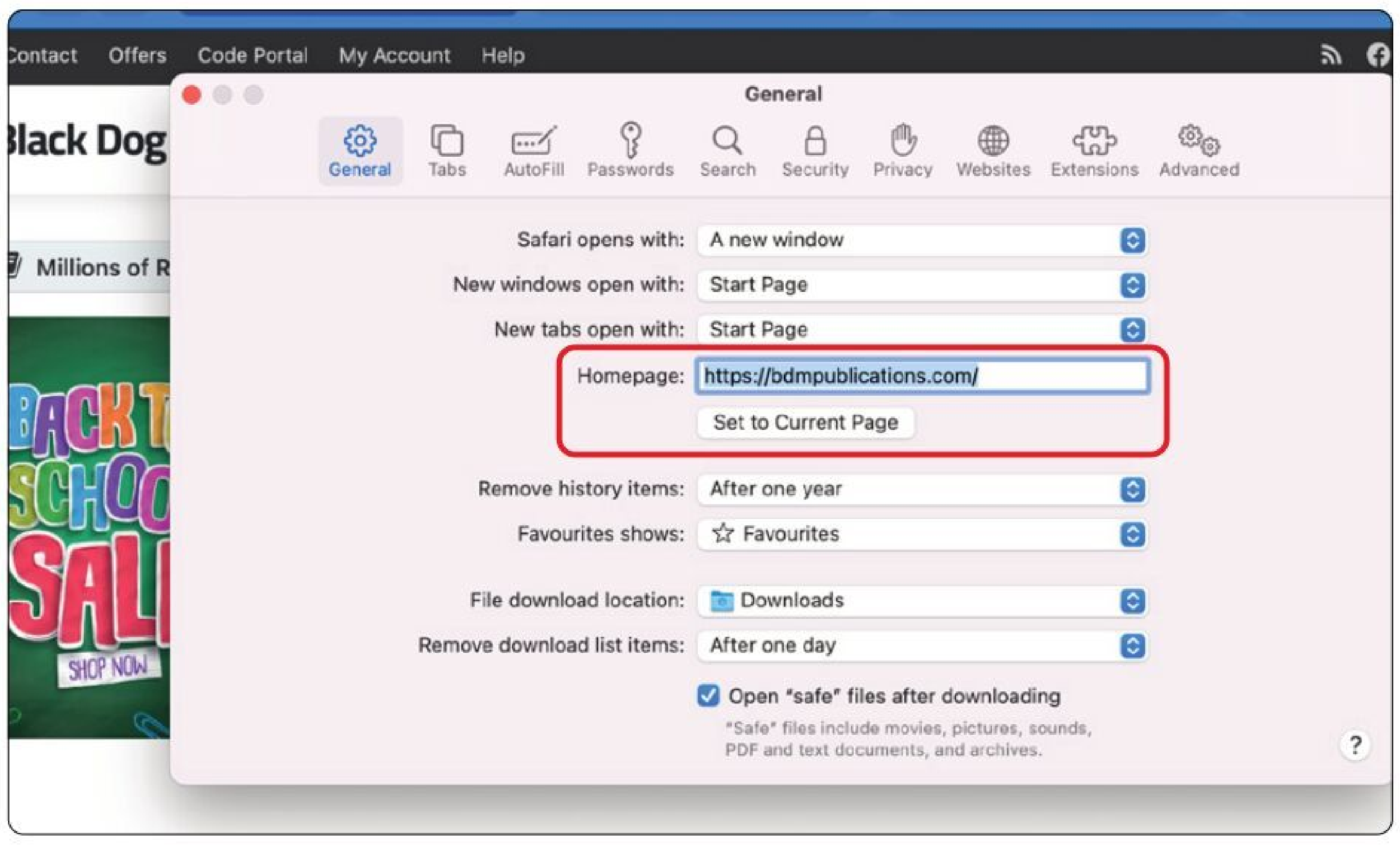

Safari File Edit View History Bookmarks Window Help
Always Show Toolbar in Full Screen
Customise Toolbar...
Always Show Tab Bar
Show Favourites Bar
Hide Status Bar
Show Sidebar
Show Bookmarks Sidebar
Show Reading List Sidebar
Show Reader
Show Tab Overview
Show Downloads
Stop
Reload Page
Translation
Actual Size
Zoom In
Zoom Out
Text Encoding
Enter Full Screen
bdmpublications.com
NEW
iPad & iPadOS 15 Definitive Guide – Digital Download
The Definitive Guide
Over 150 Pages


5
6
7
8
9
10
11
14
17
Window
Help
Sat 9 Oct 5:23 pm
apple.com
Mac - Apple (UK)
Black Dog Medi...
Wikipedia
Electronics, Car...
Rescue, Rehom...
New
iMac
Say hello.
From £1,249
Buy
Learn more ›
MacBook

## Set New Home Page


Safari
File
Edit
View
History
Bookmarks
Window
Help
About Safari
Safari Extensions...
Preferences...
Privacy Report...
Settings for bdmpublications.com
Clear History...
Services
Hide Safari
Hide Others
Show All
Quit Safari
bdmpublications.com
World leading tech guide publishers

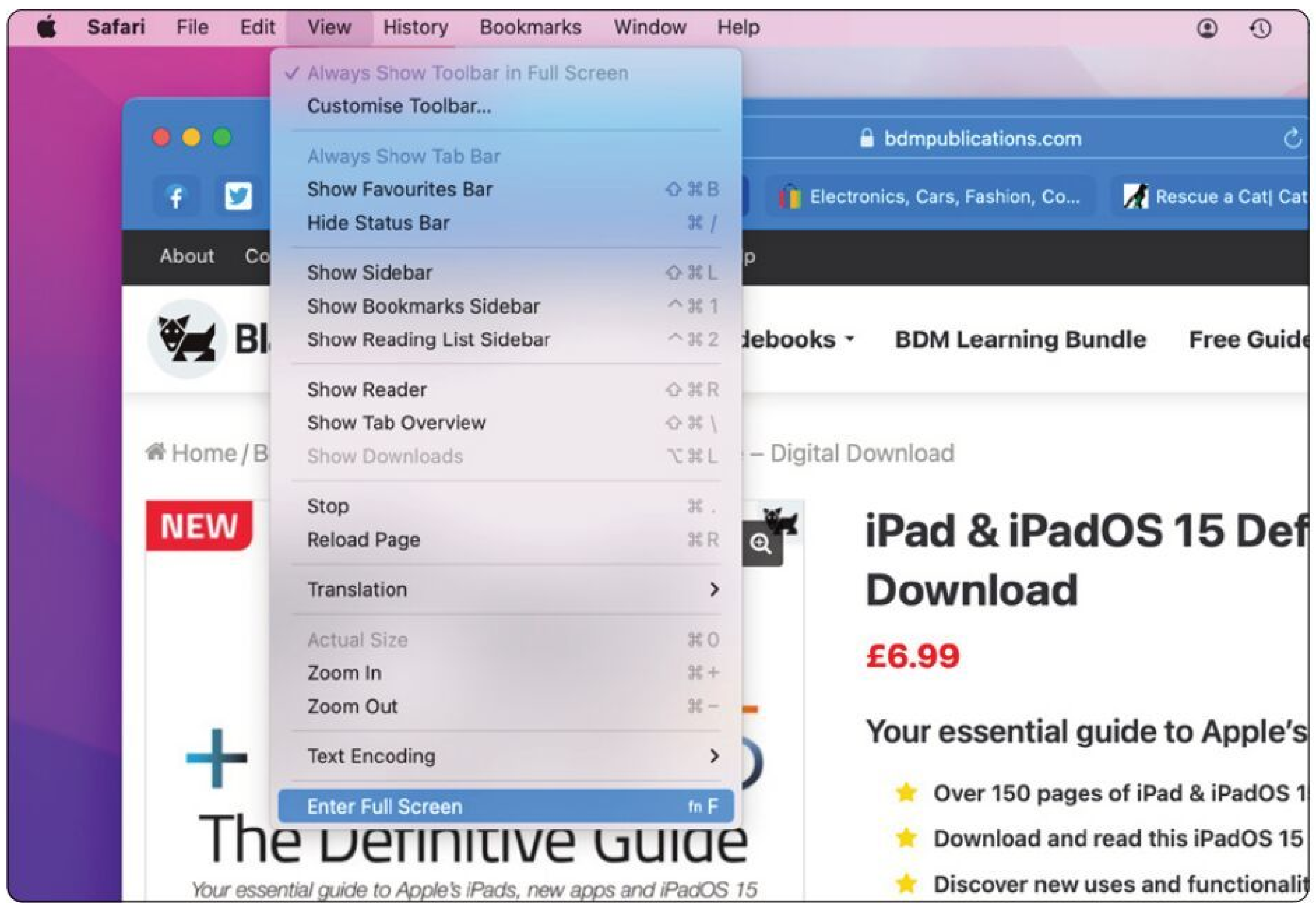
**1** Open a new Safari window and navigate to the web page that you want Safari to load each time you launch the app. Click the Safari menu (top left corner), then select Preferences to display Safari's preferences dialog box.


General
Tabs
AutoFill
Passwords
Search
Security
Privacy
Websites
Extensions
Advanced

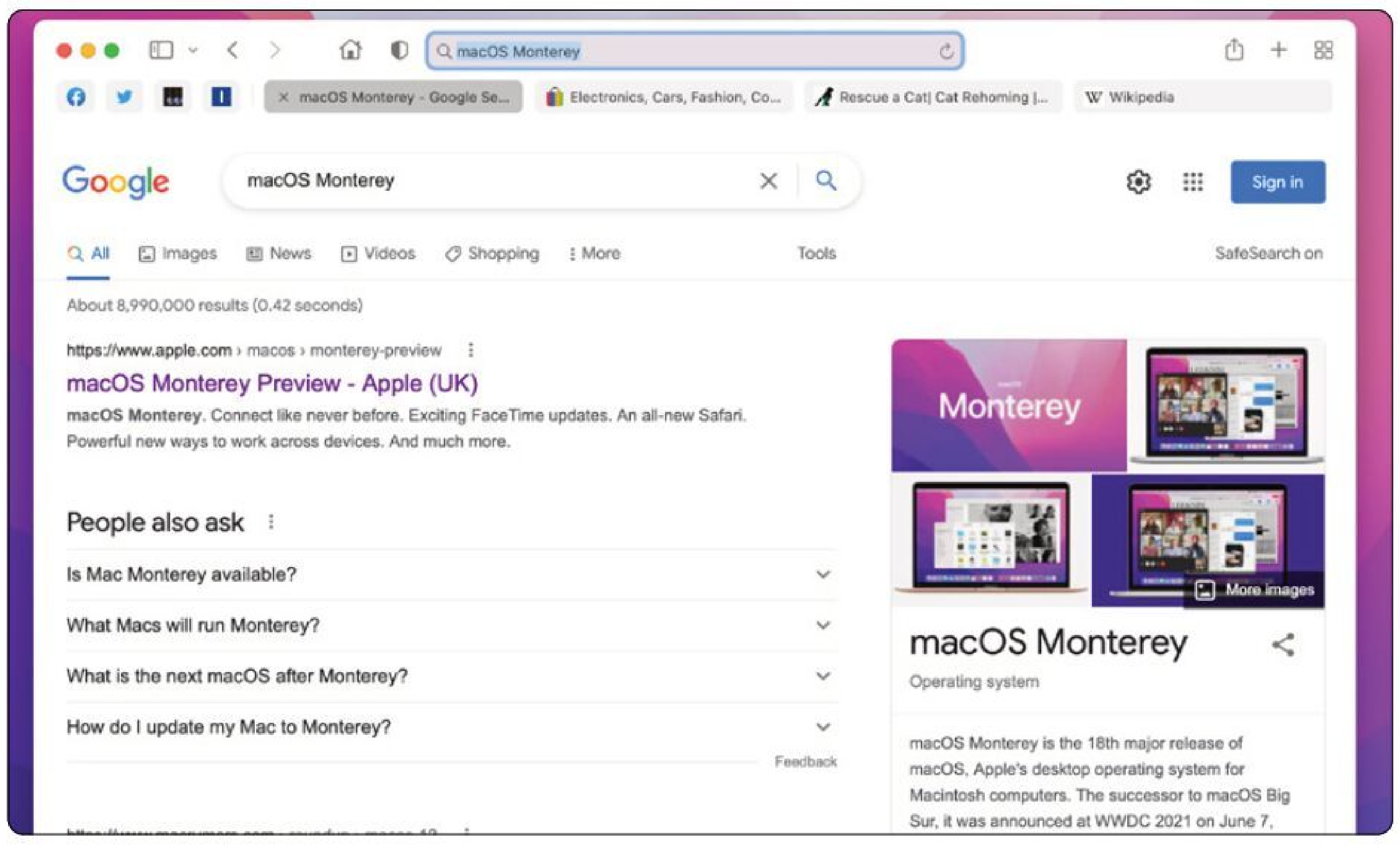
Safari opens with: A new window
New windows open with: Start Page
New tabs open with: Start Page
Homepage: https://bdmpublications.com/
Set to Current Page
Remove history items: After one year
Favourites shows: Favourites
File download location: Downloads
Remove download list items: After one day
☑ Open "safe" files after downloading
"Safe" files include movies, pictures, sounds, PDF and text documents, and archives.

**2** Ensure the General tab is selected and press the Set to Current Page button. The required page address now appears in the text box above. It's now your default home page. The Home menu in the toolbar will take you there.

## Accessing Websites


Always Show Toolbar in Full Screen
Customise Toolbar...
Always Show Tab Bar
Show Favourites Bar
Hide Status Bar
Show Sidebar
Show Bookmarks Sidebar
Show Reading List Sidebar
Show Reader
Show Tab Overview
Show Downloads
Stop
Reload Page
Translation
Actual Size
Zoom In
Zoom Out
Text Encoding
Enter Full Screen
bdmpublications.com
iPad & iPadOS 15 Def
Download
£6.99

**1** To access a new website in the Safari browser, first double-click in the URL bar, highlighting the text within it, then type a new URL in this bar. A URL is the website's address, which starts 'www'. Press return at the end to go there.


Google
macOS Monterey
All
Images
News
Videos
Shopping
More
Tools
Monterey
More images

About 8,990,000 results (0.42 seconds)

macOS Monterey Preview - Apple (UK)

macOS Monterey. Connect like never before. Exciting FaceTime updates. An all-new Safari. Powerful new ways to work across devices. And much more.

People also ask

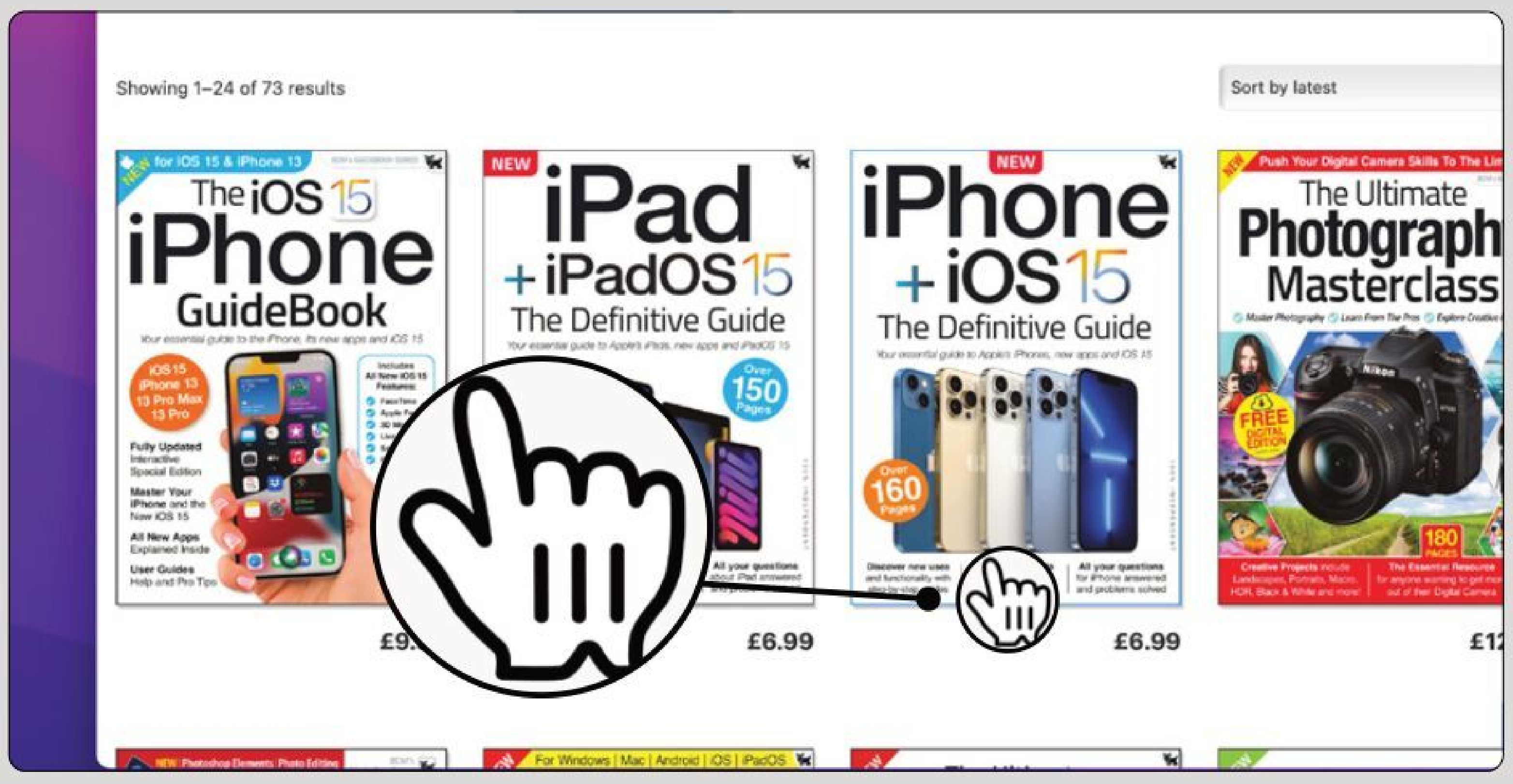
Is Mac Monterey available?
What Macs will run Monterey?
What is the next macOS after Monterey?
How do I update my Mac to Monterey?

macOS Monterey
Operating system

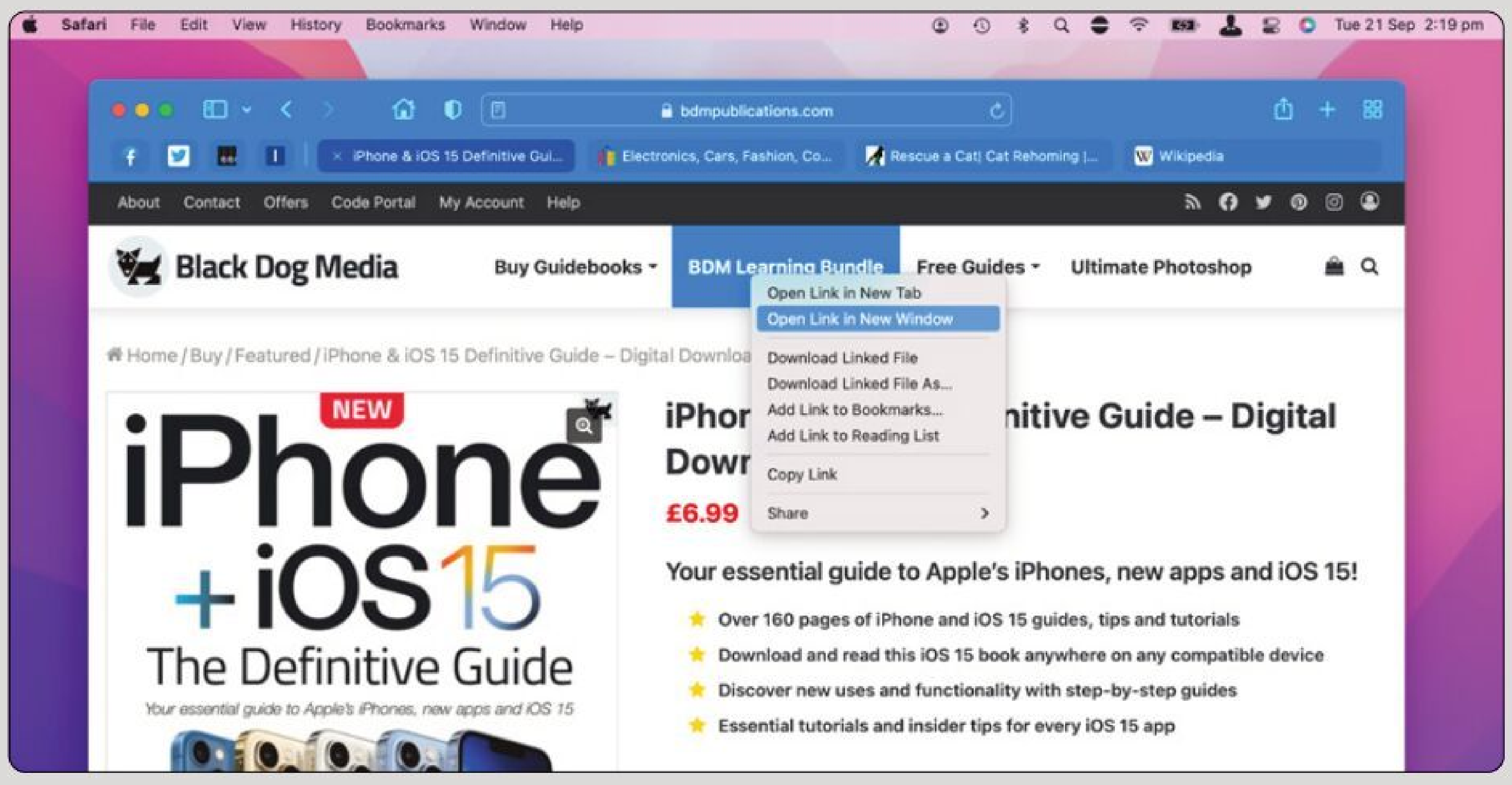
macOS Monterey is the 18th major release of macOS, Apple's desktop operating system for Macintosh computers. The successor to macOS Big Sur, it was announced at WWDC 2021 on June 7,

**2** If you want to search for something on the web, instead of typing a URL in the URL bar, type what it is you're searching for, then hit Return. Your search results show relevant sites. Scroll up and down the list and click one to go to it.

## Using Links.


Showing 1–24 of 73 results
Sort by latest
The iOS 15 iPhone GuideBook
iPad + iPadOS 15 The Definitive Guide
iPhone + iOS 15 The Definitive Guide
The Ultimate Photography Masterclass
£6.99
£6.99

You navigate the Internet in Safari using hyperlinks, or simply 'links'. A link can be a piece of underlined text, a picture, a button or simply an area of the screen. To open a link you'll need to move the mouse pointer over it and click. When the pointer is over a link, it's replaced by a hand.

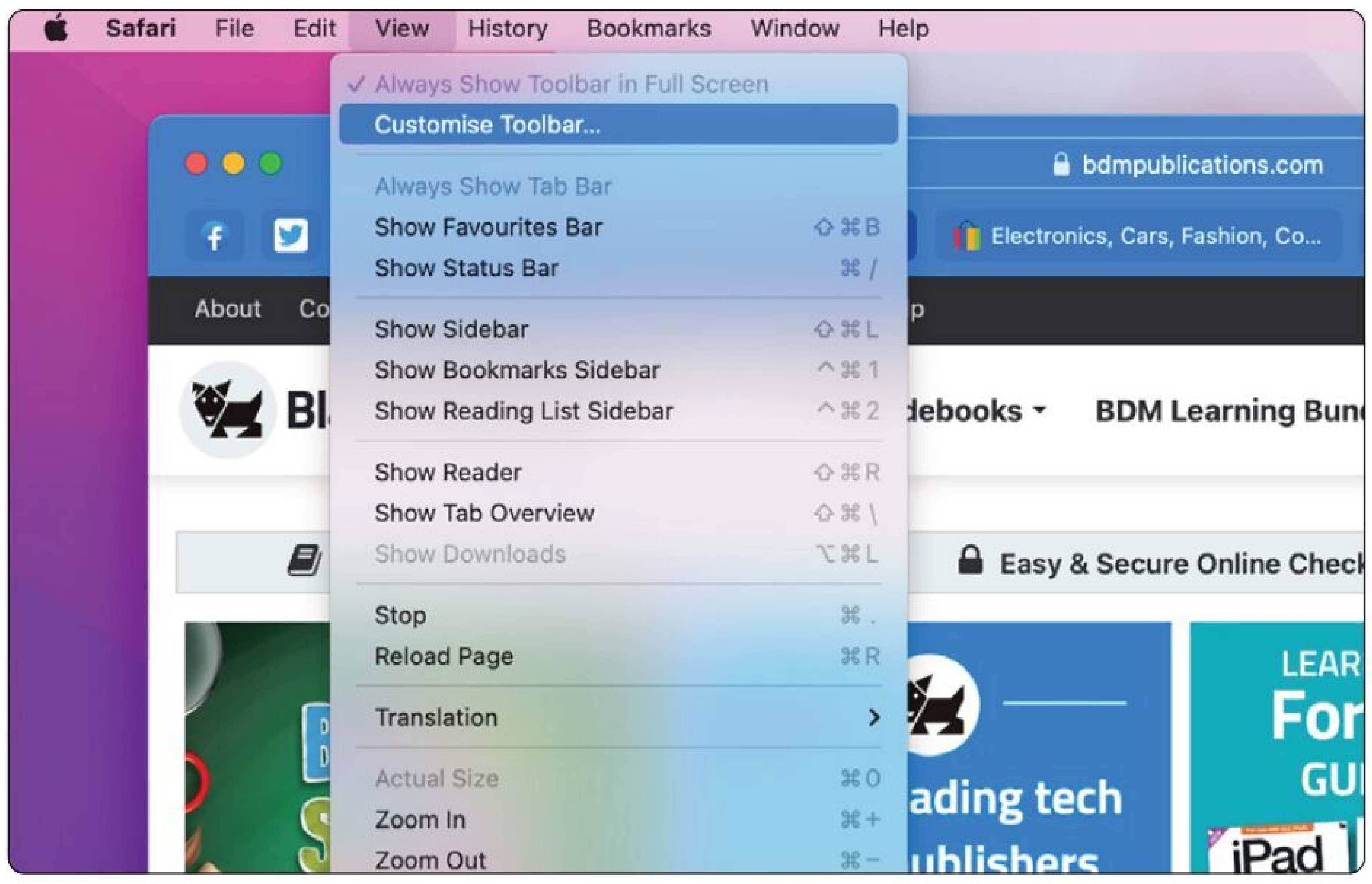

Black Dog Media
Buy Guidebooks
BDM Learning Bundle
Free Guides
Ultimate Photoshop
Open Link in New Tab
Open Link in New Window
Download Linked File
Download Linked File As...
Add Link to Bookmarks...
Add Link to Reading List
Copy Link
Share
iPhone + iOS 15 The Definitive Guide
£6.99

Your essential guide to Apple's iPhones, new apps and iOS 15!

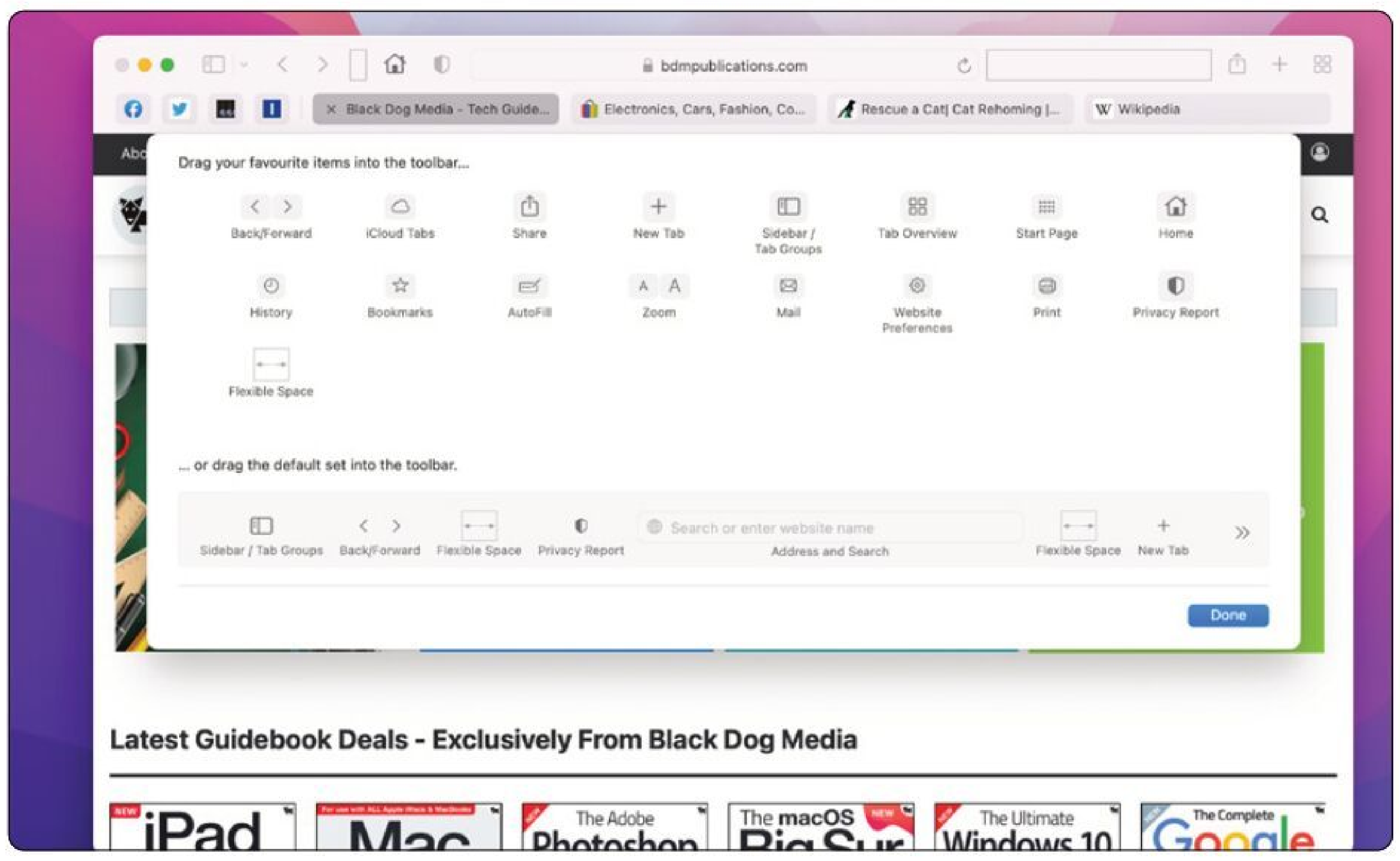
- Over 160 pages of iPhone and iOS 15 guides, tips and tutorials
- Download and read this iOS 15 book anywhere on any compatible device
- Discover new uses and functionality with step-by-step guides
- Essential tutorials and insider tips for every iOS 15 app

Clicking a link takes you to a new page or opens a new window based on what you've just clicked. If you don't want to navigate away from the page that you're currently on, right-click or Ctrl-click on the link and from the pop-up menu, choose Open in New Tab or Open in New Window.

## Add Tools to the Toolbar

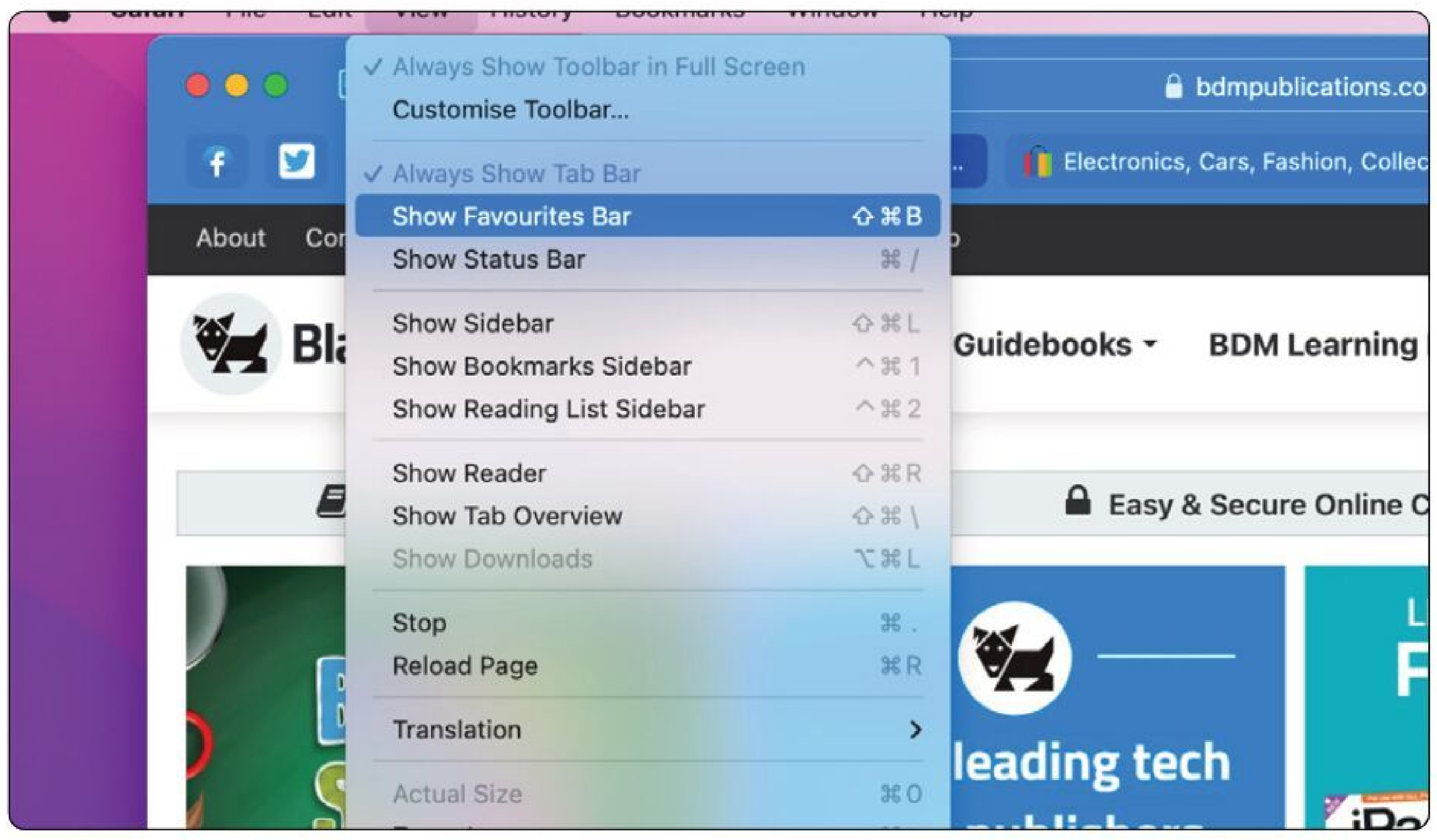

Safari File Edit View History Bookmarks Window Help
Always Show Toolbar in Full Screen
Customise Toolbar...
Always Show Tab Bar
Show Favourites Bar
Show Status Bar
Show Sidebar
Show Bookmarks Sidebar
Show Reading List Sidebar
Show Reader
Show Tab Overview
Show Downloads
Stop
Reload Page
Translation
Actual Size
Zoom In
Zoom Out

**1** Right-click or Ctrl-click on the toolbar and select Customise Toolbar; or click the View menu and select the option from there. A window slides down. To add a button to the toolbar, simply drag it from the selection in the window onto the Toolbar within the Flexible Space sections.


Drag your favourite items into the toolbar...
... or drag the default set into the toolbar.
Done
Latest Guidebook Deals - Exclusively From Black Dog Media

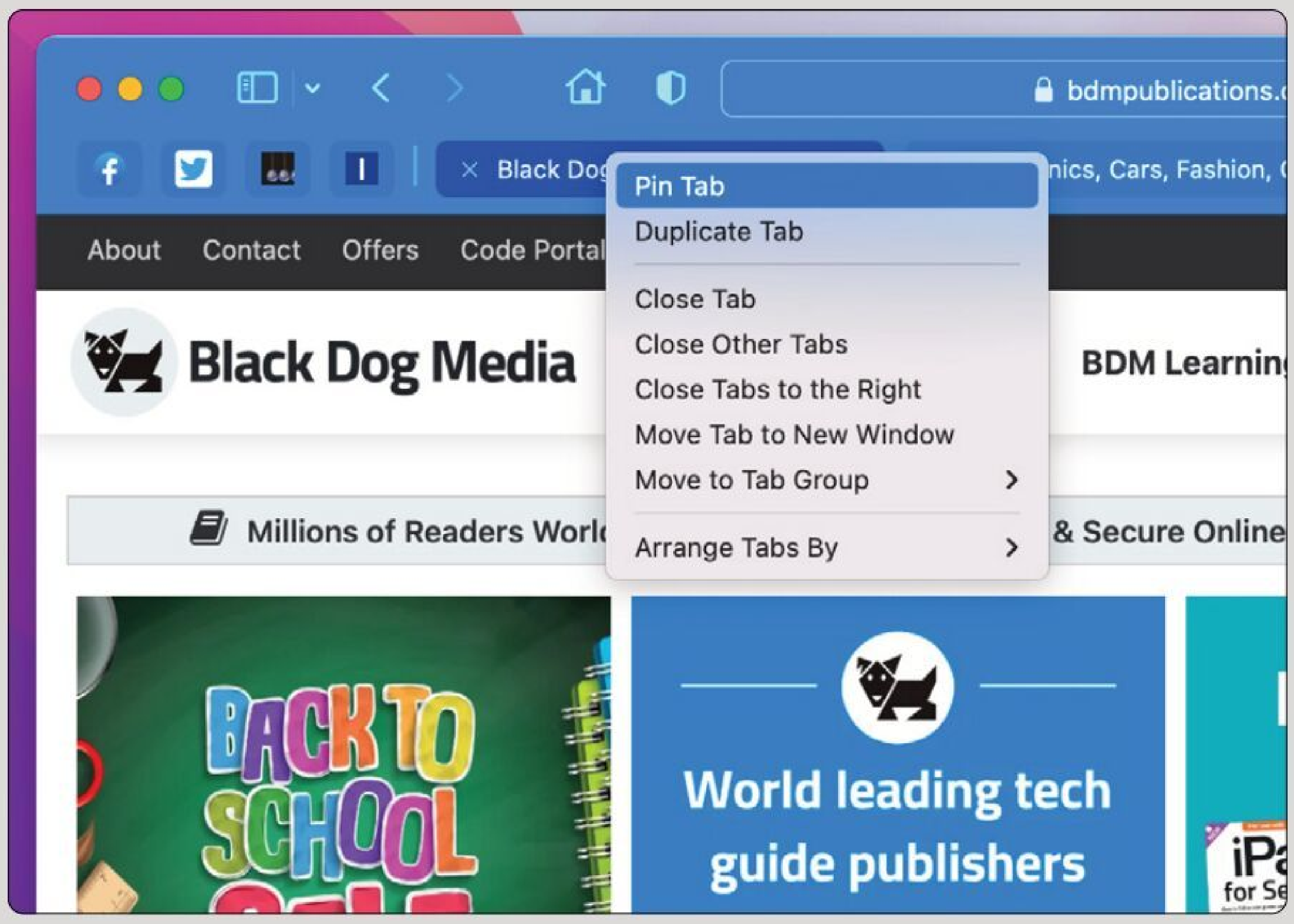
**2** Repeat this with as many tools as you need. When you're finished, click Done. To remove a tool from the toolbar, simply drag it out of the toolbar, release and it vanishes. To reset the tools to how they were originally displayed, drag the default set of tools onto the Toolbar.

## Status, Favourite & Tab Bars

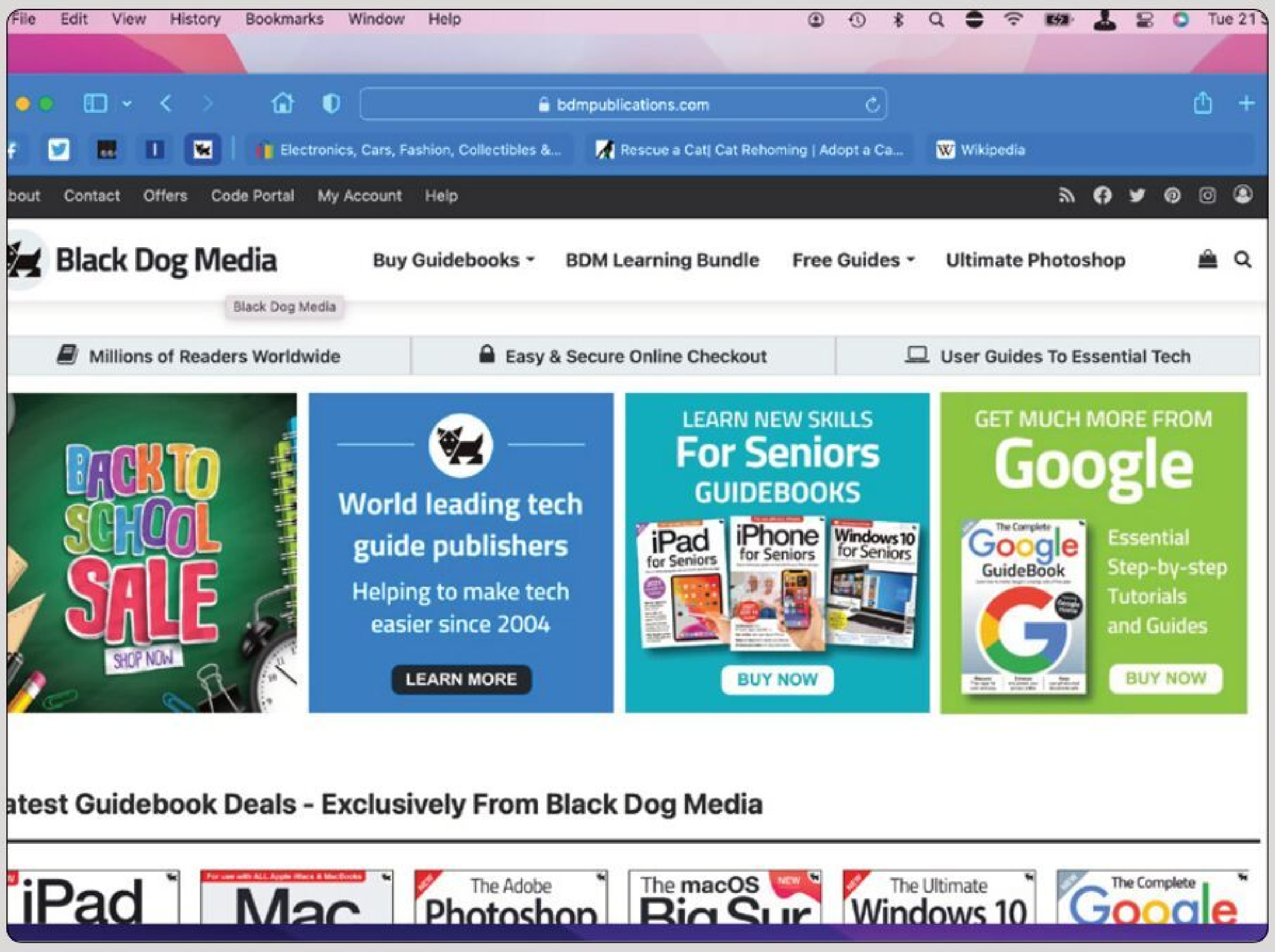

Always Show Toolbar in Full Screen
Customise Toolbar...
Always Show Tab Bar
Show Favourites Bar
Show Status Bar

You can show or hide the Tab, Favourites and/or Status Bar (a strip along the bottom of the window showing the full URL) by clicking the View option in the menu bar atop the screen, and selecting the option in question.

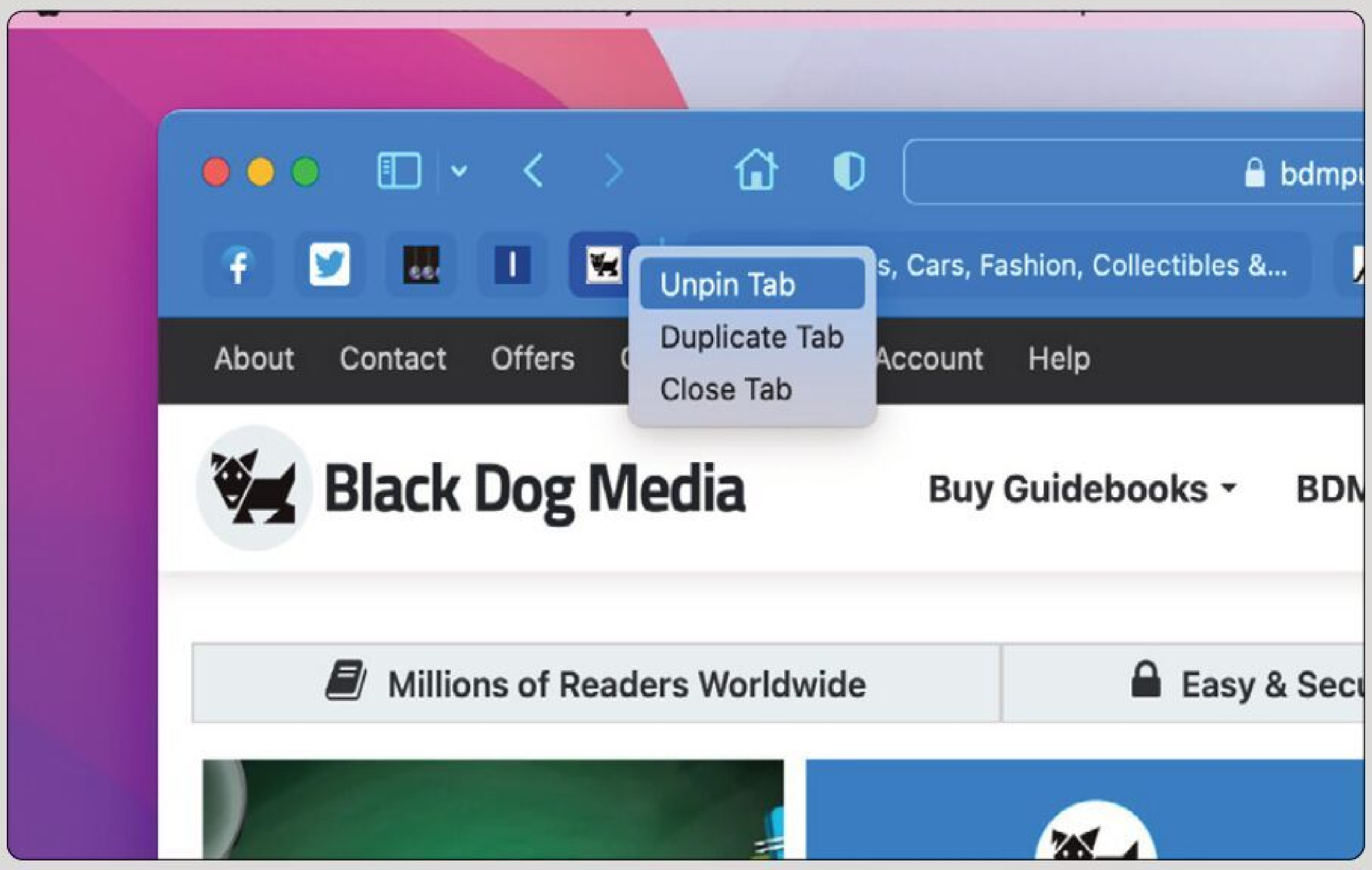
## Pinned Sites.


Pin Tab
Duplicate Tab
Close Tab
Close Other Tabs
Close Tabs to the Right
Move Tab to New Window
Move to Tab Group
Arrange Tabs By

If your tab bar isn't showing, go to the View menu and select the Always Show Tab Bar option near the top. Now open the site you intend to pin and right or ctrl-click on its tab. From the pop-up menu, select the Pin Tab option.

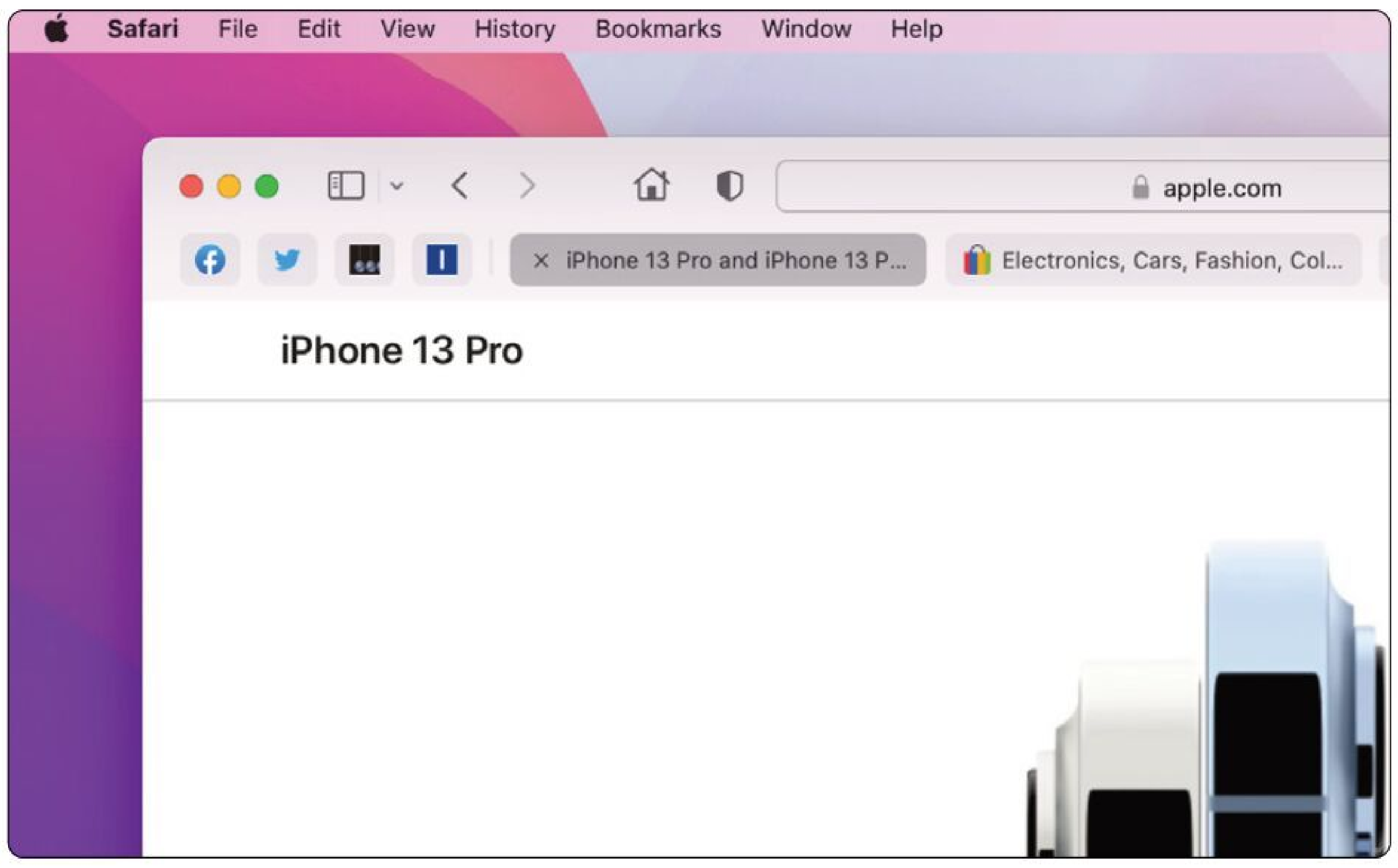


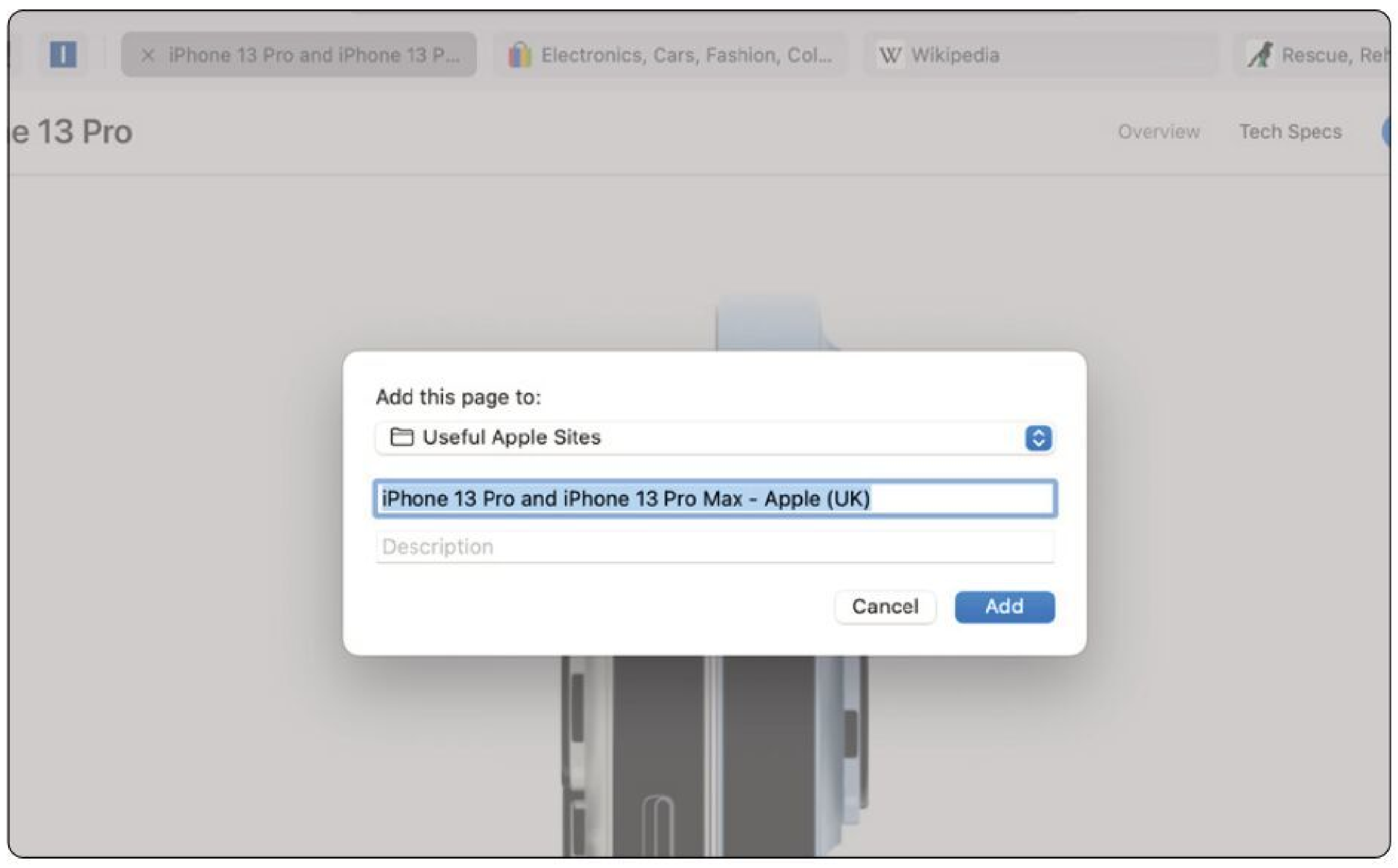
The site gets a small tab in the left-hand side of the tabs bar. This is always in place, ready for you to click on it and open the site. You can pin multiple sites in this way. They all appear as small tabs, showing a symbol or letter.


Unpin Tab
Duplicate Tab
Close Tab

To remove a site's pinned tab, right-click or Ctrl-click on it and from the pop-up menu, select Unpin Tab. The previously pinned tab then becomes a regular tab. You can reorder your pinned tabs by dragging them within the tabs bar.

# Bookmarks and Reading List

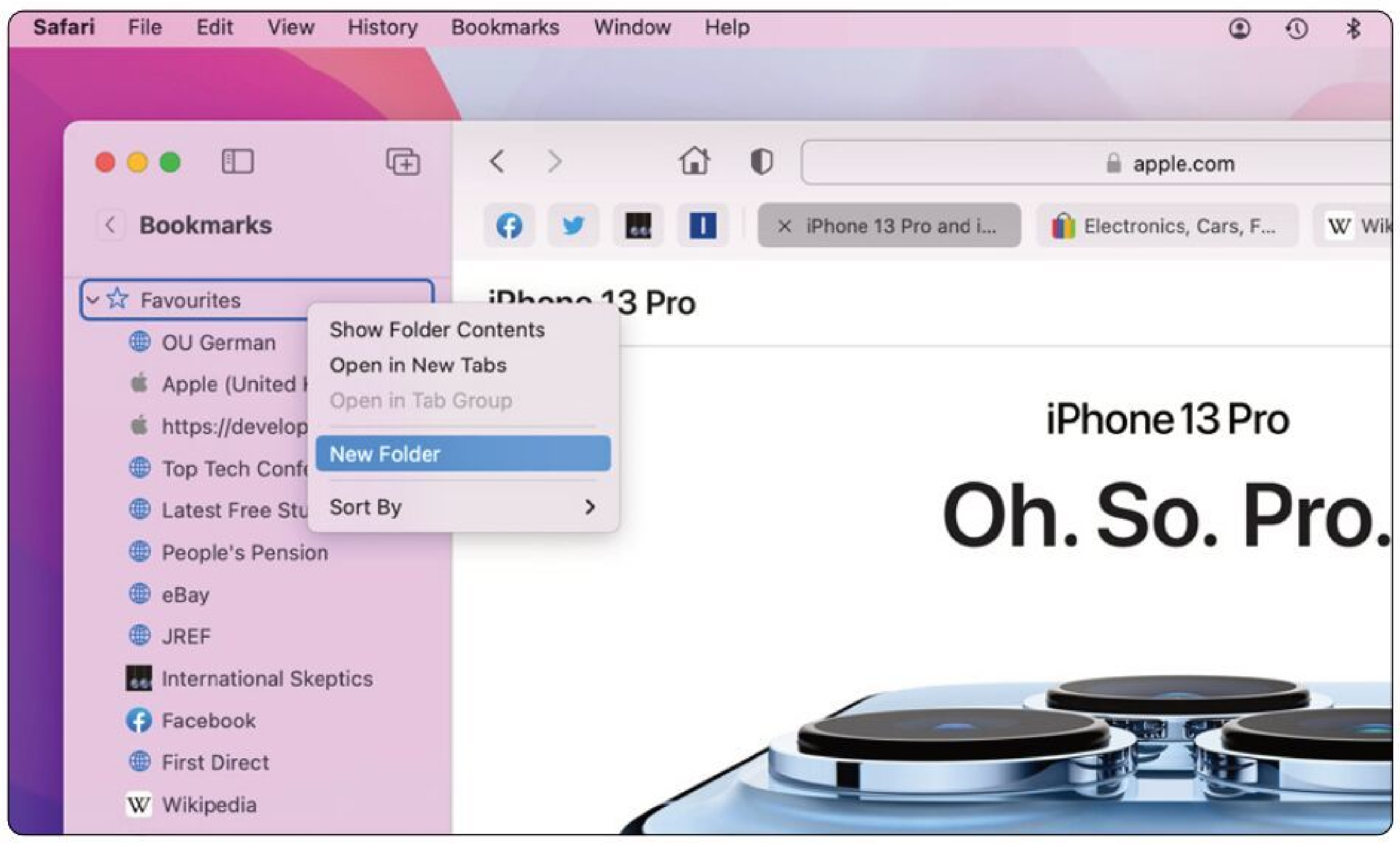

Safari File Edit View History Bookmarks Window Help
apple.com
iPhone 13 Pro and iPhone 13 P...
Electronics, Cars, Fashion, Col...
iPhone 13 Pro

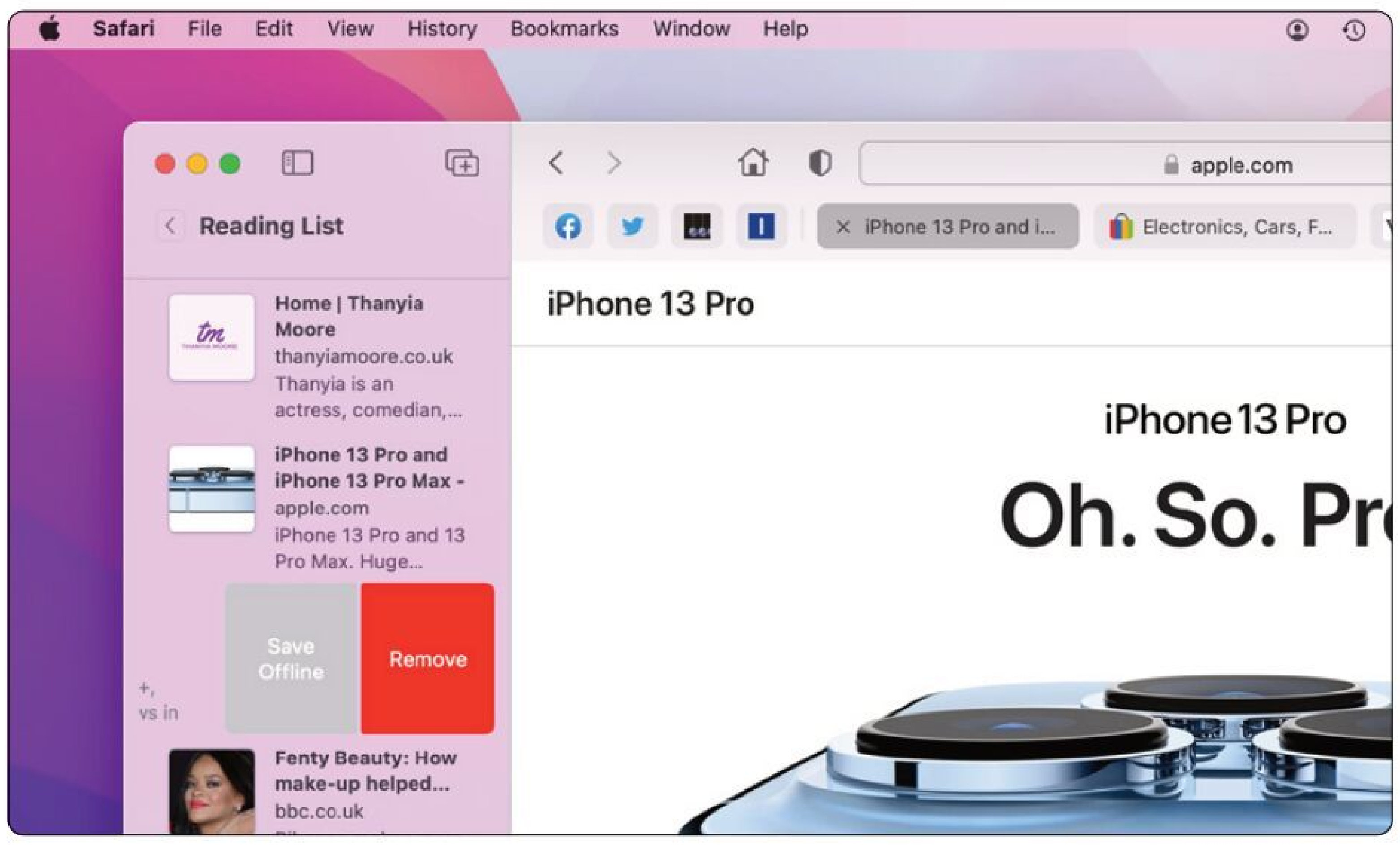

iPhone 13 Pro and iPhone 13 P...
Electronics, Cars, Fashion, Col...
Wikipedia
Rescue, Reh
e 13 Pro
Overview
Tech Specs
Description
Cancel
Add

Add this page to:
Useful Apple Sites
iPhone 13 Pro and iPhone 13 Pro Max - Apple (UK)

**1** You can save a website you're likely to return to often as a Bookmark. A site you're interested in but don't have time to read can be put on your Reading List. Both options are available from the Share icon in the toolbar.

**2** When adding a bookmark, a pop-up window appears. You can add a custom title for the website you're saving, plus there's an optional description field and a pull-down menu that lets you add your site one of your bookmark folders.

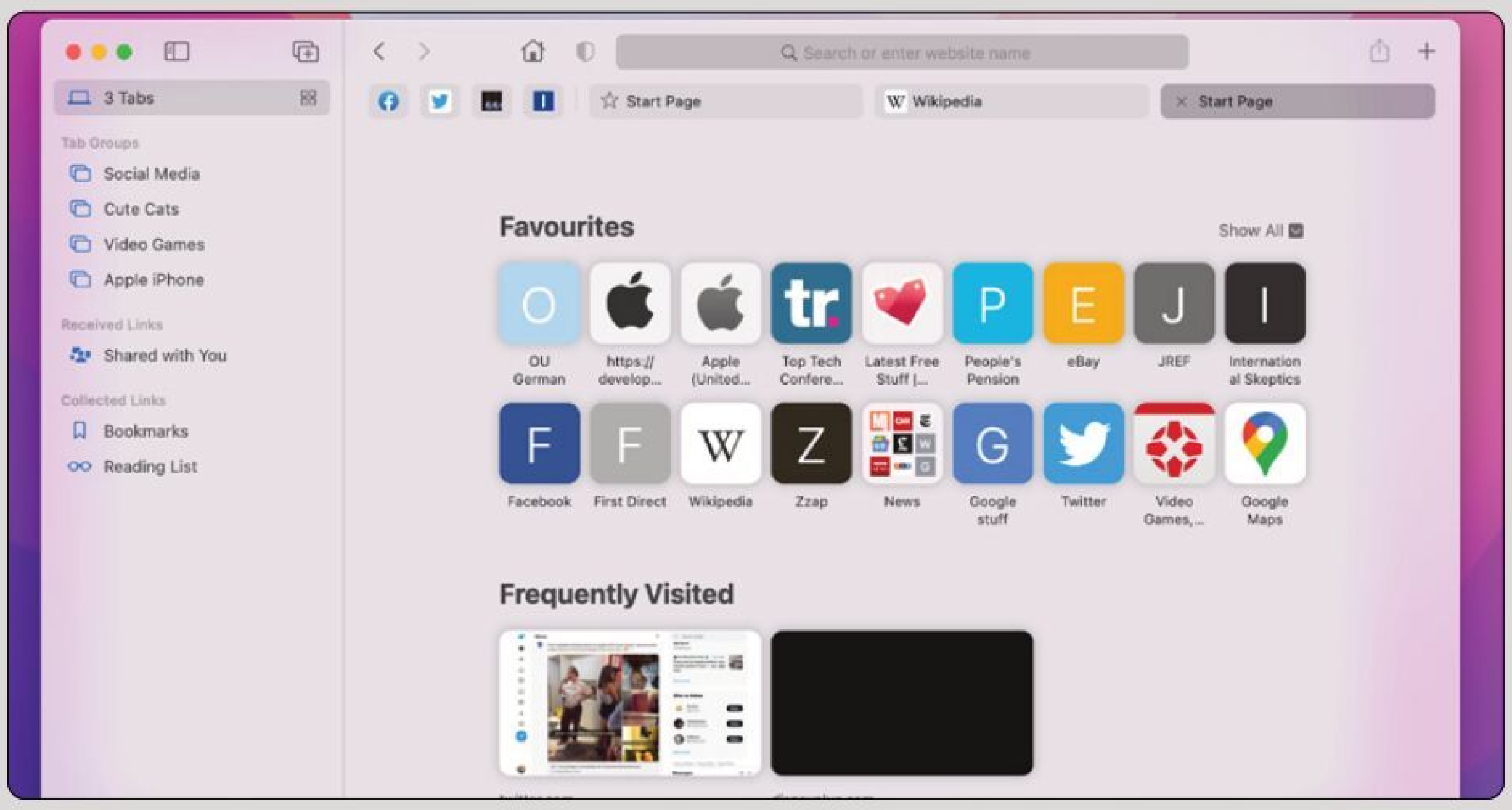

Safari File Edit View History Bookmarks Window Help
Bookmarks
apple.com
iPhone 13 Pro and i...
Electronics, Cars, F...
Favourites
OU German
Apple (United
https://develop
Top Tech Conf
Latest Free Stu
People's Pension
eBay
JREF
International Skeptics
Facebook
First Direct
Wikipedia
Show Folder Contents
Open in New Tabs
Open in Tab Group
New Folder
Sort By
iPhone 13 Pro
iPhone 13 Pro
Oh. So. Pro.

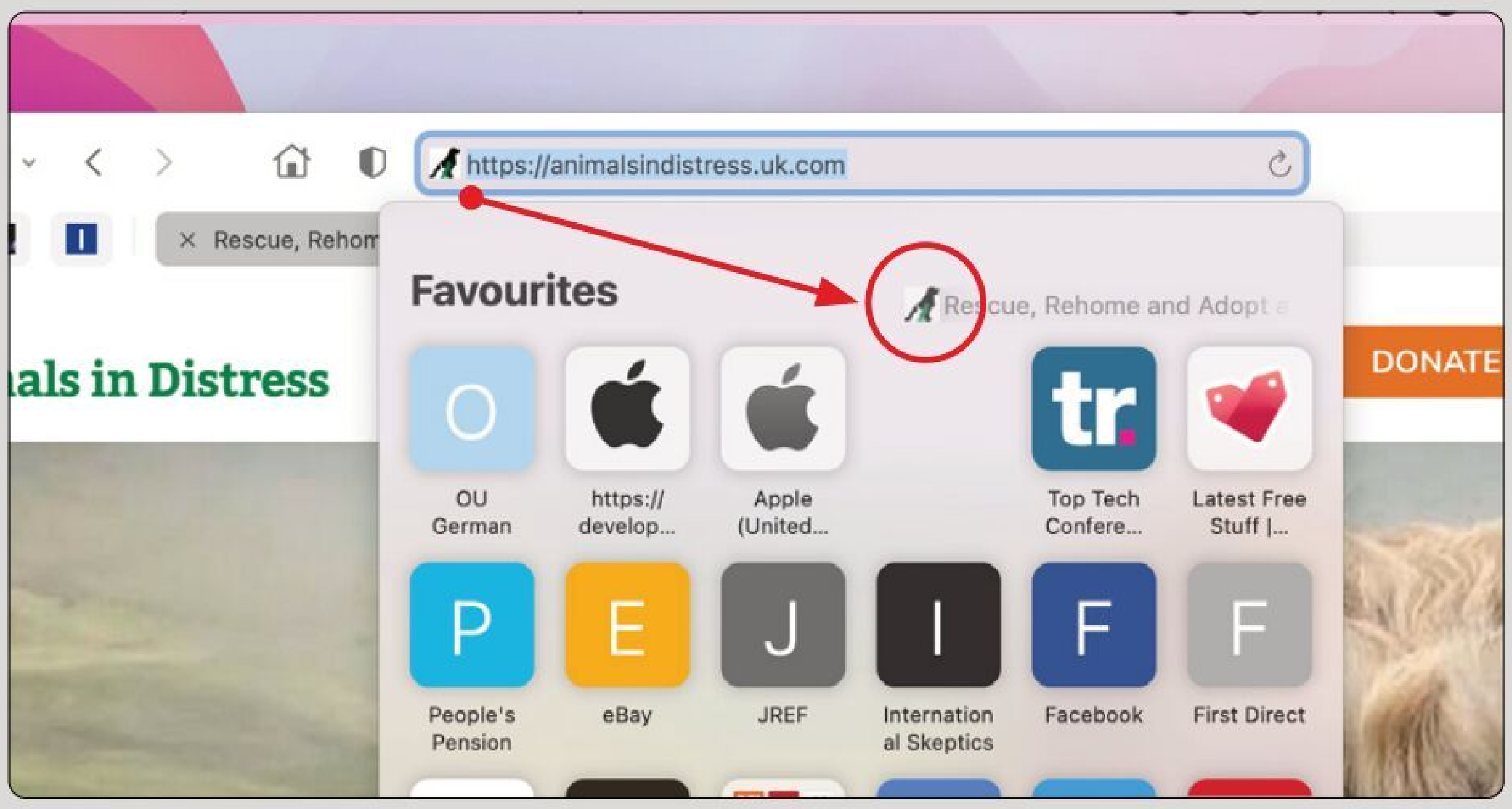

Safari File Edit View History Bookmarks Window Help
Reading List
apple.com
iPhone 13 Pro and i...
Electronics, Cars, F...
Home | Thanyia Moore
thanyiamoore.co.uk
Thanyia is an actress, comedian,...
iPhone 13 Pro and iPhone 13 Pro Max -
apple.com
iPhone 13 Pro and 13 Pro Max. Huge...
Save Offline
Remove
Fenty Beauty: How make-up helped...
bbc.co.uk
iPhone 13 Pro
iPhone 13 Pro
Oh. So. Pr

**3** To access your Bookmarks and Reading List, open the sidebar and click on the option, found under Collected Links. Click a site to open it. In the Bookmarks sidebar, as shown, you can right/Ctrl click and add a new folder if you wish.

**4** In the Reading List, drag a site left to save it for offline reading or to delete it. The right/Ctrl click menu has an option to remove/delete a site from either list. Click the small chevron, top left, to return to the regular sidebar.

# The Start Page.


3 Tabs
Tab Groups
Social Media
Cute Cats
Video Games
Apple iPhone
Received Links
Shared with You
Collected Links
Bookmarks
Reading List
Search or enter website name
Start Page
Wikipedia
Start Page
Favourites
Show All
OU German
https://develop...
Apple (United...
Top Tech Confere...
Latest Free Stuff |...
People's Pension
eBay
JREF
International Skeptics
Facebook
First Direct
Wikipedia
Zzap
News
Google stuff
Twitter
Video Games,...
Google Maps
Frequently Visited

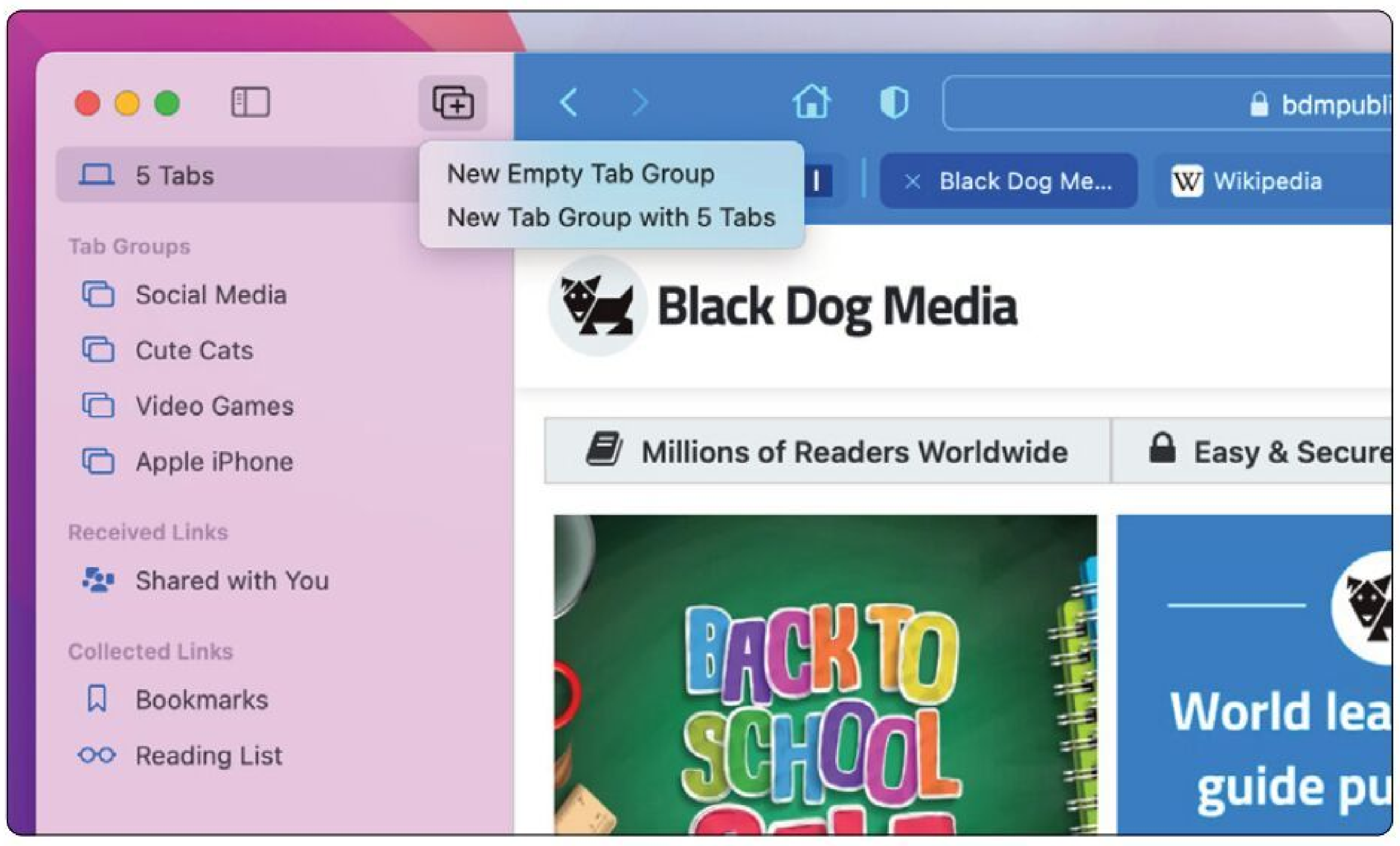

Rescue, Rehom
als in Distress
Favourites
Rescue, Rehome and Adopt
DONATE
OU German
https://develop...
Apple (United...
Top Tech Confere...
Latest Free Stuff |...
People's Pension
eBay
JREF
International Skeptics
Facebook
First Direct

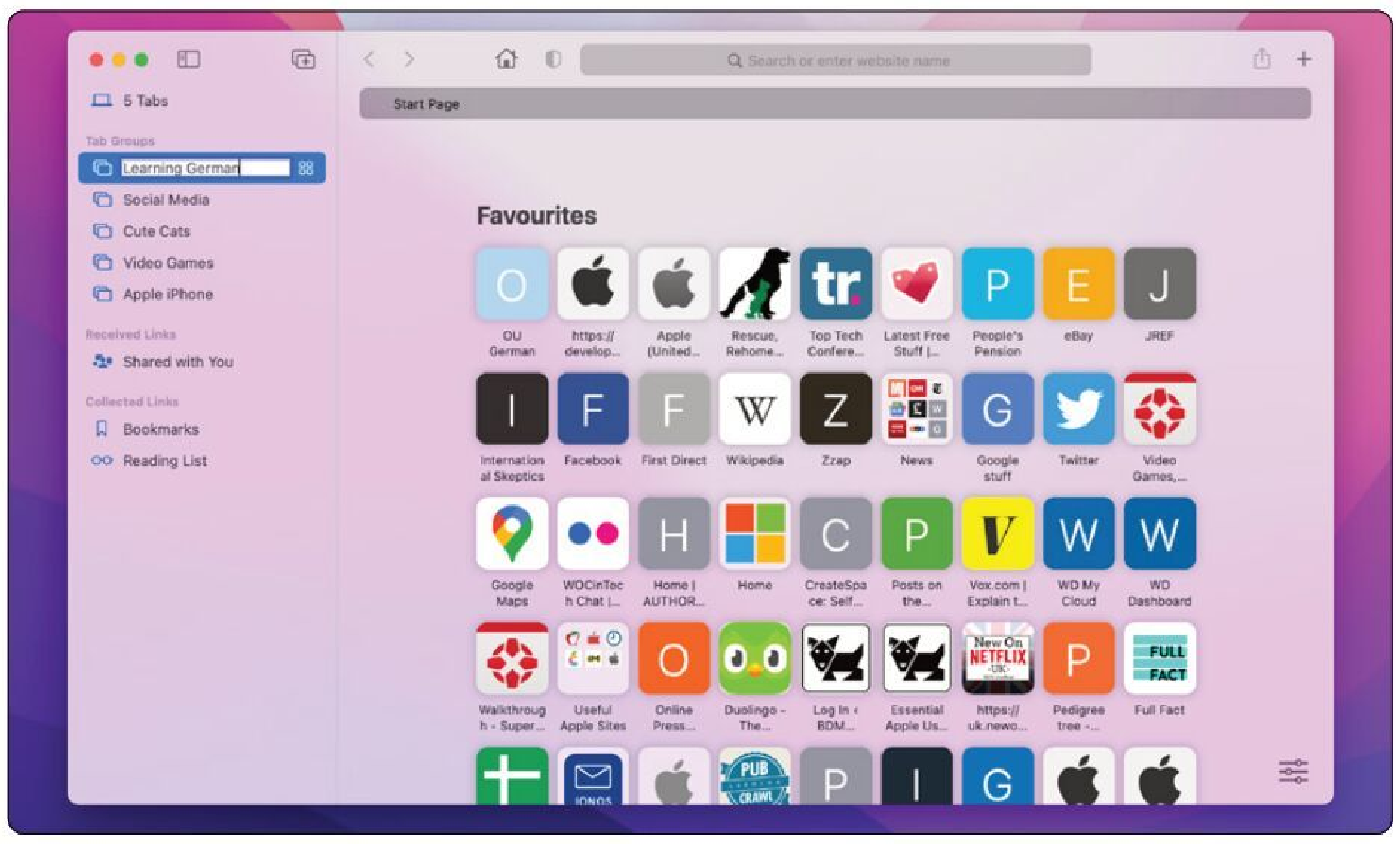
https://animalsindistress.uk.com

Start Page gives you a window full of useful shortcuts to your most frequently visited sites alongside its default choices. Click on the URL field at the top of the browser or in the Bookmarks menu. Select, Show Start Page to access a window showing a grid view of website icons, along with those you've visited most recently and the default links to other sites.

To add a site, click the URL field to open the Start Page and drag the URL into it. You can drag sites and folders into this window from your Bookmarks too. Drag icons around the Start Page to reorder them, or drag out of it to remove them. Scroll up for Siri suggestions, Frequently Visited and more. Click a Show More/Less link to expand/contract a category.

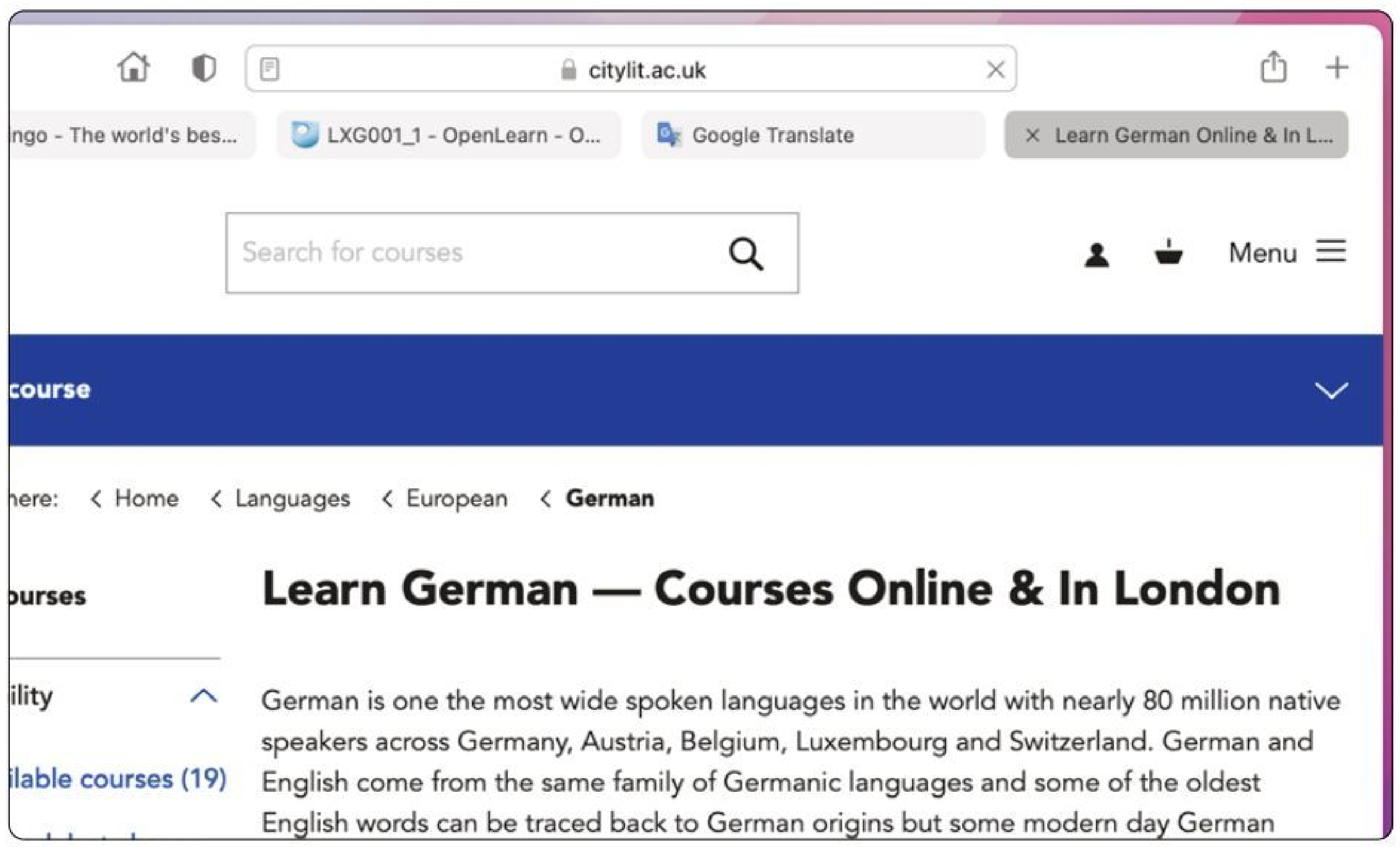
# Tab Groups


5 Tabs
New Empty Tab Group
New Tab Group with 5 Tabs
Tab Groups
Social Media
Cute Cats
Video Games
Apple iPhone
Received Links
Shared with You
Collected Links
Bookmarks
Reading List
bdmpubl
Black Dog Me...
Wikipedia
Black Dog Media
Millions of Readers Worldwide
Easy & Secure
BACK TO SCHOOL
World lea
guide pu


5 Tabs
Tab Groups
Learning German
Social Media
Cute Cats
Video Games
Apple iPhone
Shared with You
Bookmarks
Reading List
Search or enter website name
Start Page
Favourites

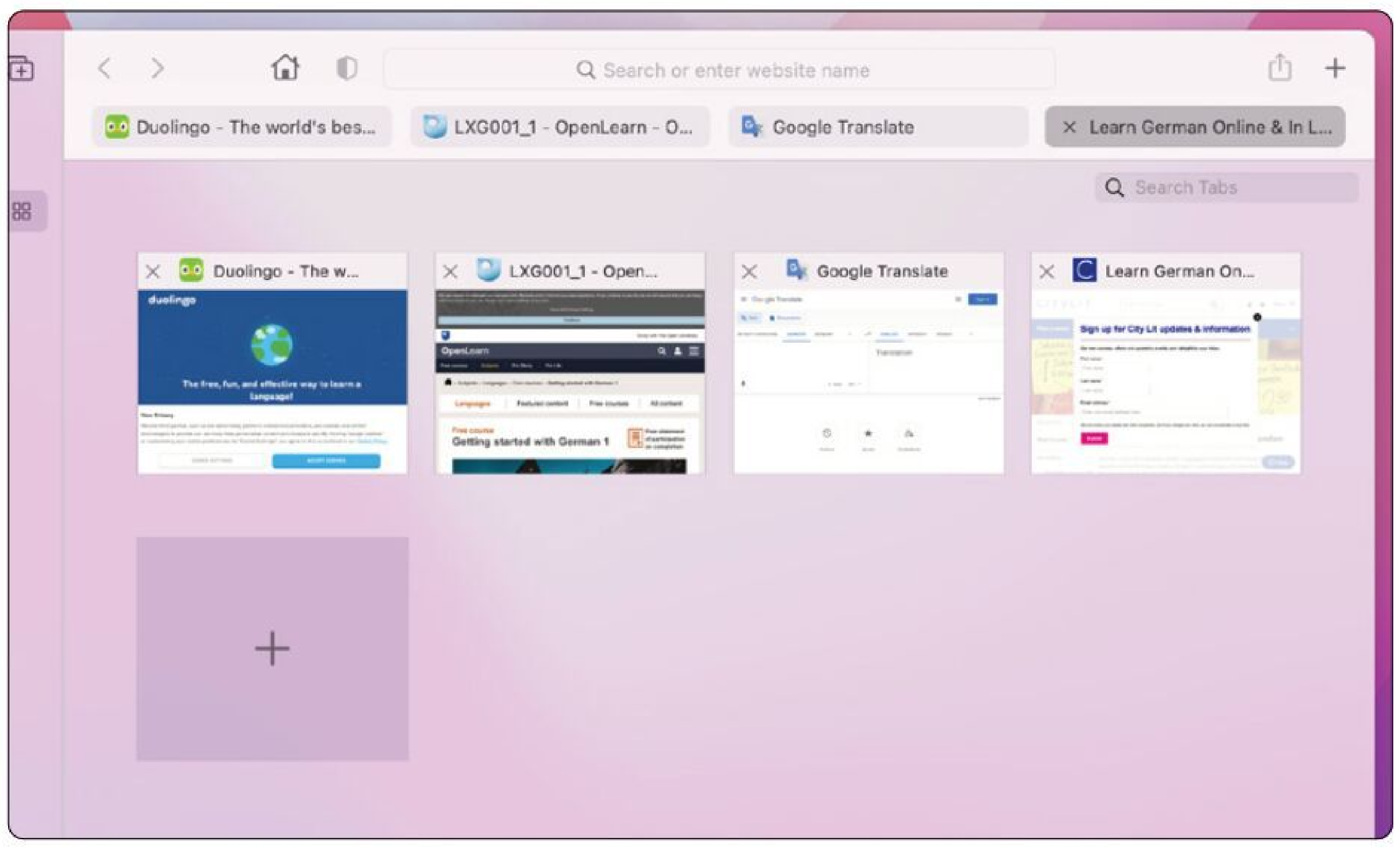
**1** Safari now lets you save groups of tabs. You can then open a group of tabs, temporarily closing what's open at the moment. Open the sidebar, then tap the New Tab Group icon in the top-right of the sidebar for a menu.

**2** From the menu, you can make a group from all the tabs you currently have open, or start a new, empty group and then add tabs to it. We'll do the latter here. Either way, you get to name the new tab group. Press Return when done.


citylit.ac.uk
ingo - The world's bes...
LXG001_1 - OpenLearn - O...
Google Translate
Learn German Online & In L...
Search for courses
Menu
course
here: Home Languages European German
ourses
ility
ilable courses (19)

Learn German — Courses Online & In London

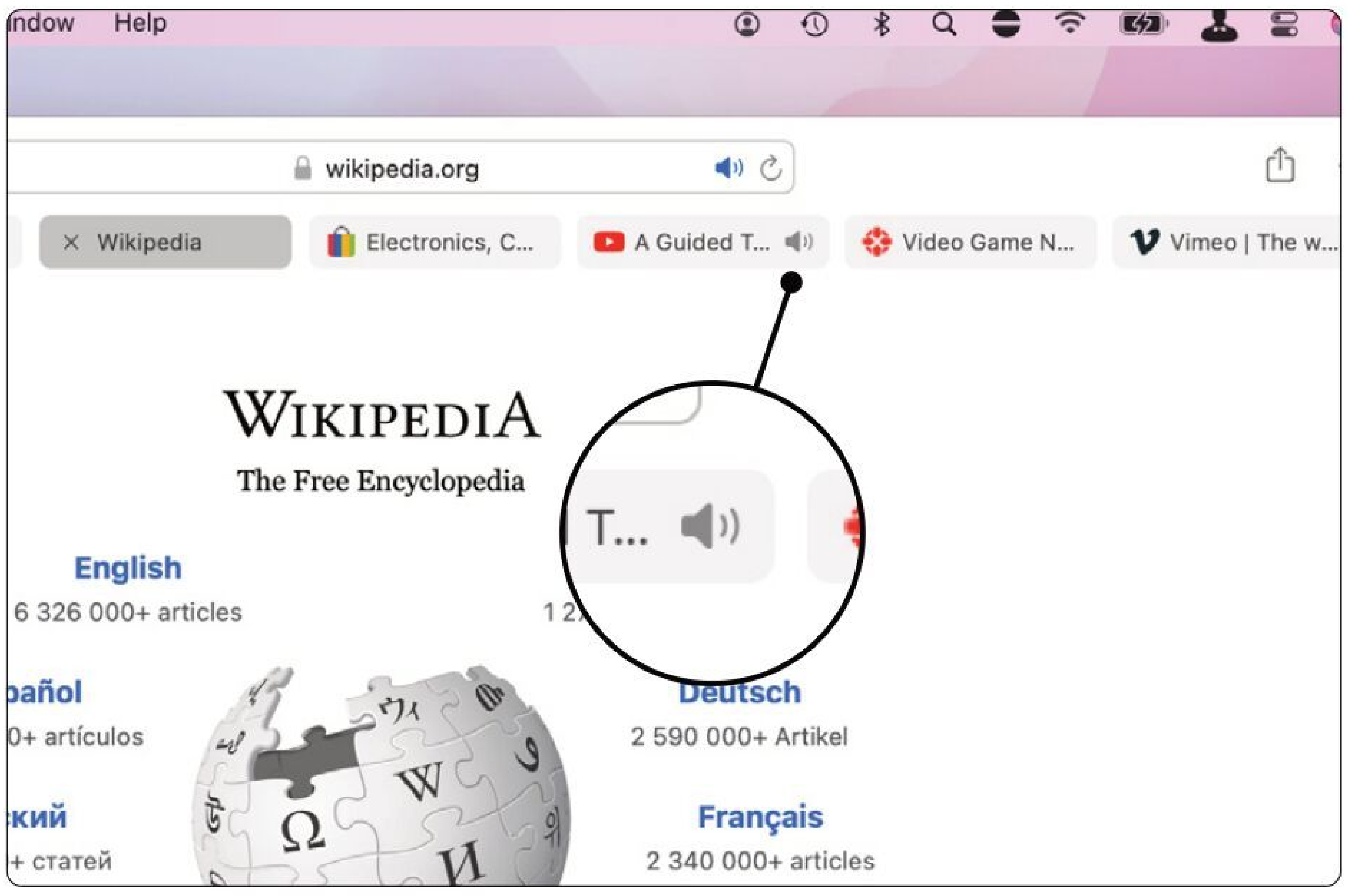
German is one the most wide spoken languages in the world with nearly 80 million native speakers across Germany, Austria, Belgium, Luxembourg and Switzerland. German and English come from the same family of Germanic languages and some of the oldest English words can be traced back to German origins but some modern day German

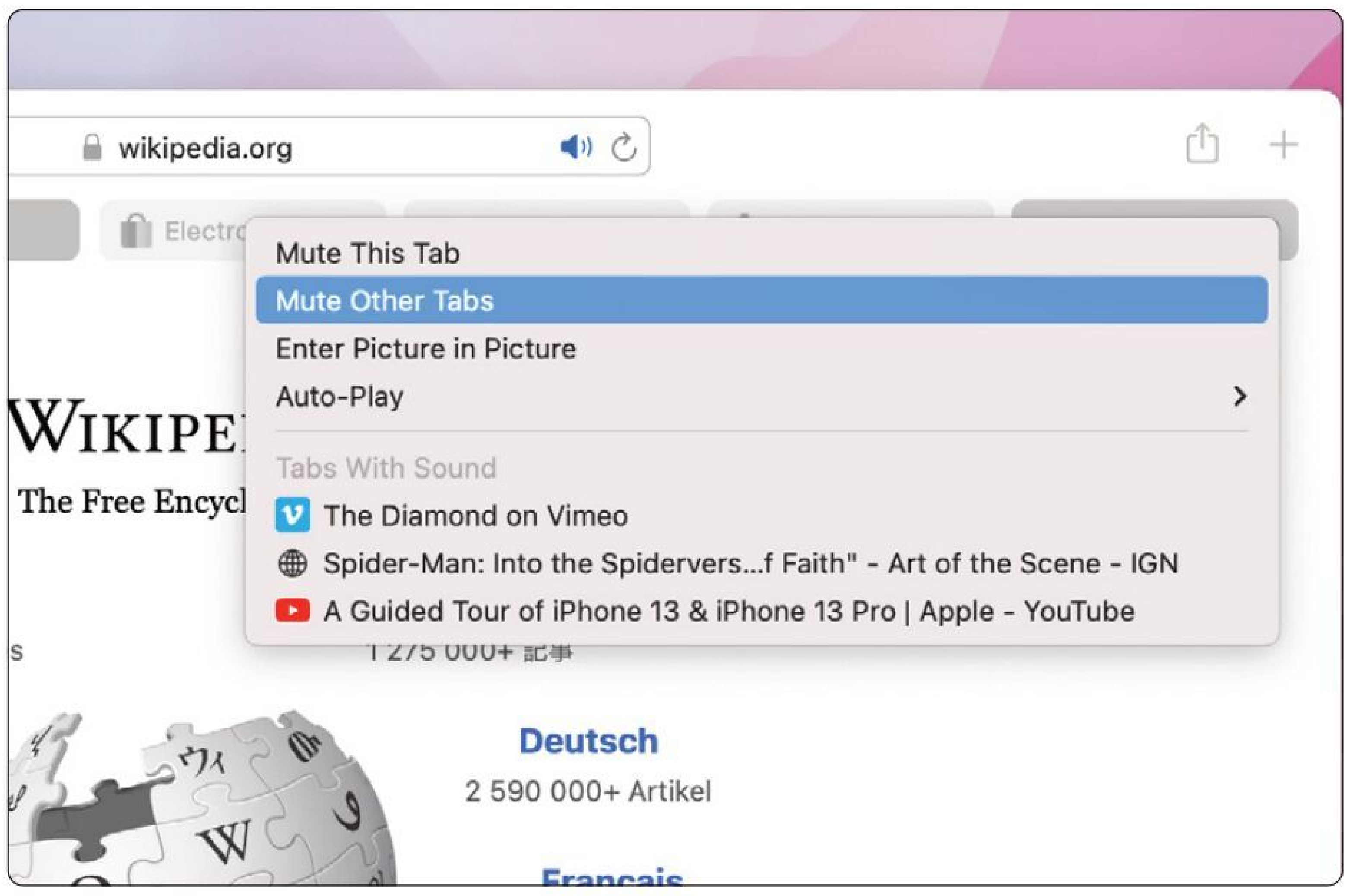

Search or enter website name
Duolingo - The world's bes...
LXG001_1 - OpenLearn - O...
Google Translate
Learn German Online & In L...
Search Tabs
Duolingo - The w...
LXG001_1 - Open...
Google Translate
Learn German On...
+

**3** With your new tab group open (see the highlight in the sidebar), tap the + icon (top right) to open a new tab, then navigate to the site you wish to save in the tab group. Do this as many times as you like to fill your tab group.

**4** Use the sidebar to switch between saved groups of tabs and the tabs you have open on your Mac. Tap a tab group and then tap the icon to its right to see the tabs as thumbnails. Tab Groups are synced across your Apple gear.

# The Tabs Audio Indicator

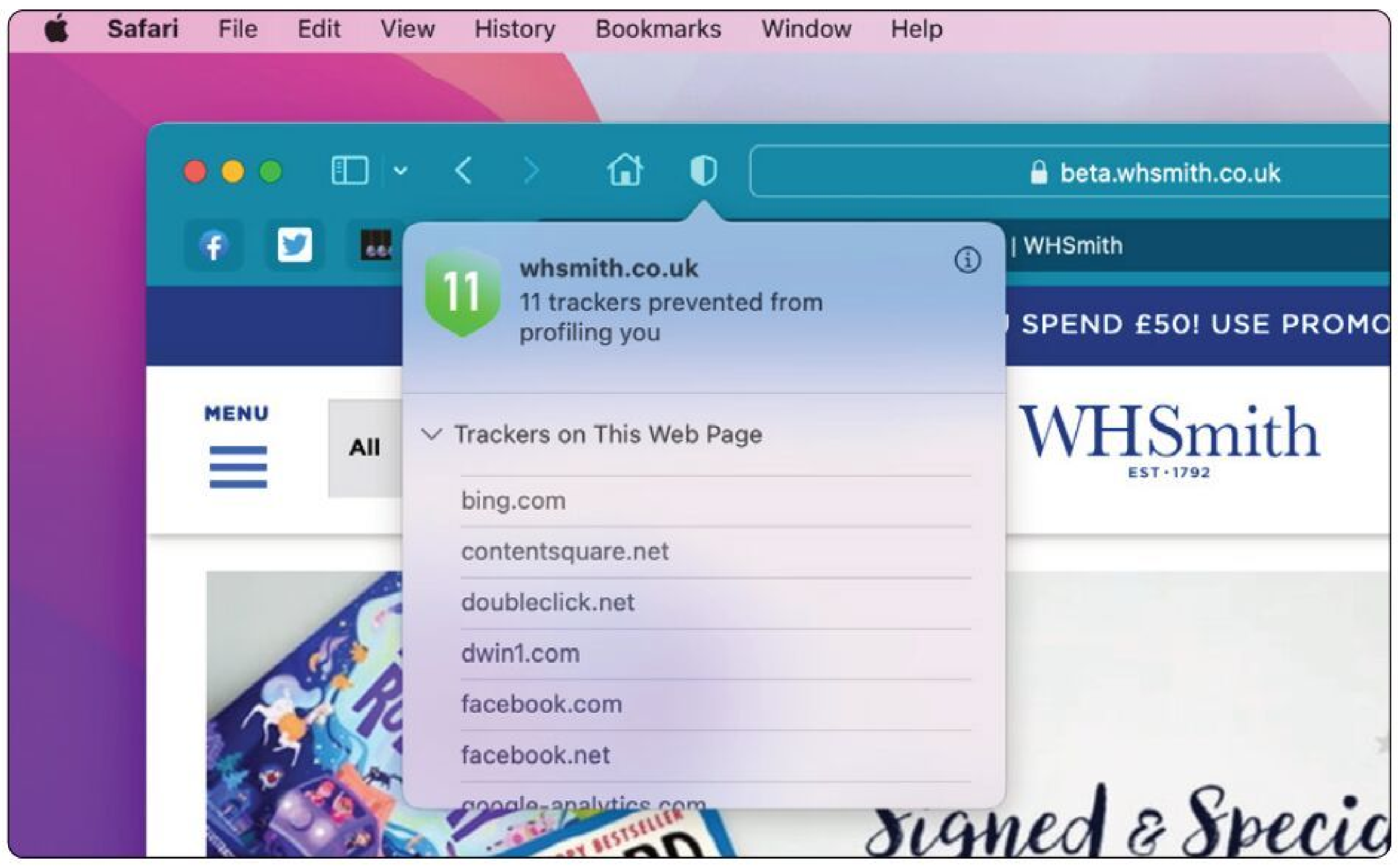

ndow Help
wikipedia.org
Wikipedia
Electronics, C...
A Guided T...
Video Game N...
Vimeo | The w...
T...
Wikipedia
The Free Encyclopedia
English
6 326 000+ articles
pañol
0+ artículos
ский
+ статей
Deutsch
2 590 000+ Artikel
Français
2 340 000+ articles


wikipedia.org
Electro
Mute This Tab
Mute Other Tabs
Enter Picture in Picture
Auto-Play
Tabs With Sound
The Diamond on Vimeo
Spider-Man: Into the Spidervers...f Faith" - Art of the Scene - IGN
A Guided Tour of iPhone 13 & iPhone 13 Pro | Apple - YouTube
Wikipe
The Free Encyc
1 275 000+ 記事
Deutsch
2 590 000+ Artikel
Français

**1** If one of your Safari tabs is playing audio and you're not sure which one, look for the tab with the speaker icon, shown on its right. You can mute this sound by clicking on this speaker icon. Click again to unmute.

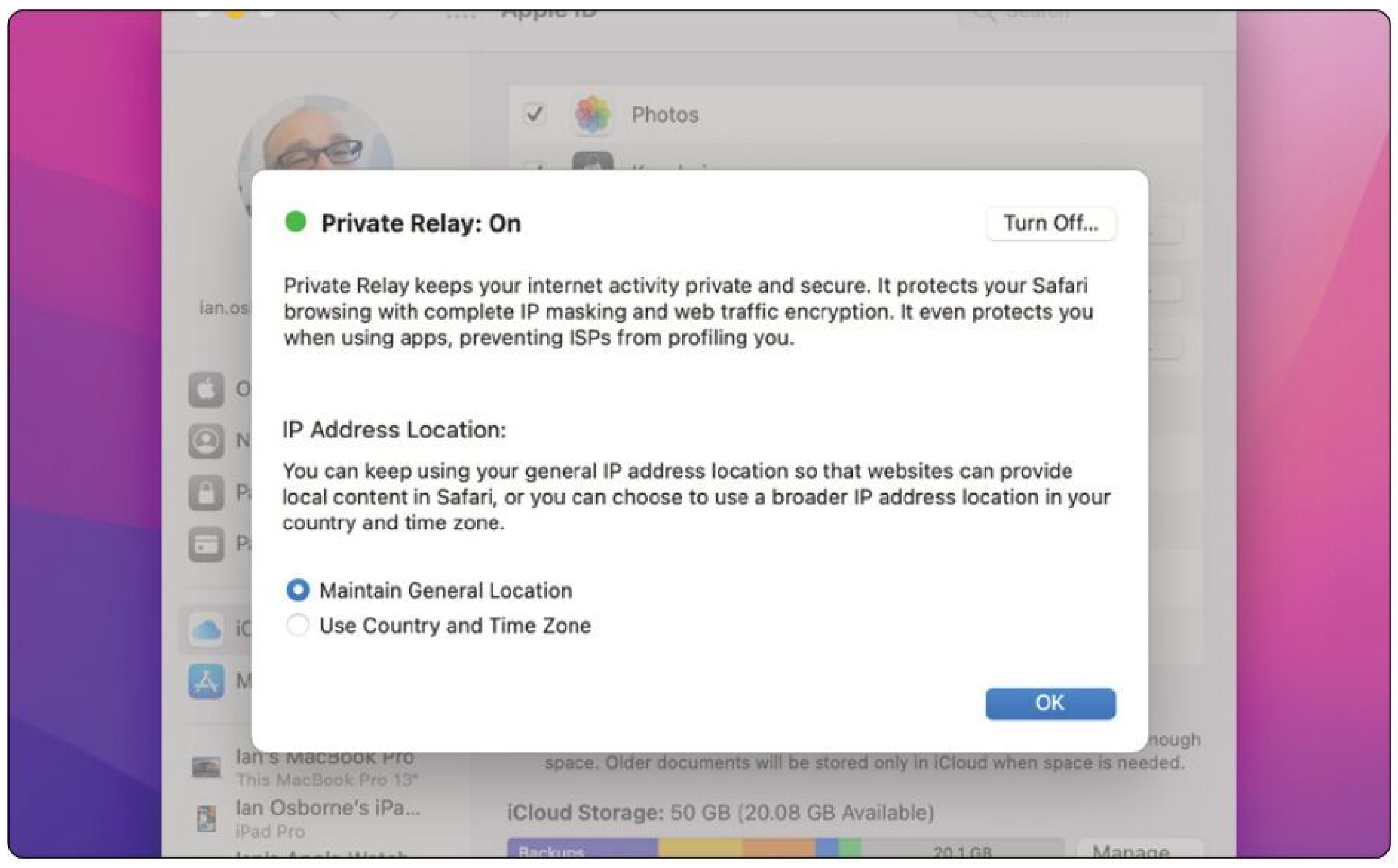
**2** If more than one tab is producing audio, right-click on one of them for options to mute that tab, mute the others that are making a sound or enter Picture in Picture mode to watch the video in a floating screen.

# Safari's Shield



whsmith.co.uk
11 trackers prevented from profiling you

Trackers on This Web Page
- bing.com
- contentsquare.net
- doubleclick.net
- dwin1.com
- facebook.com
- facebook.net
- google-analytics.com



**Private Relay: On**

Private Relay keeps your internet activity private and secure. It protects your Safari browsing with complete IP masking and web traffic encryption. It even protects you when using apps, preventing ISPs from profiling you.

IP Address Location:

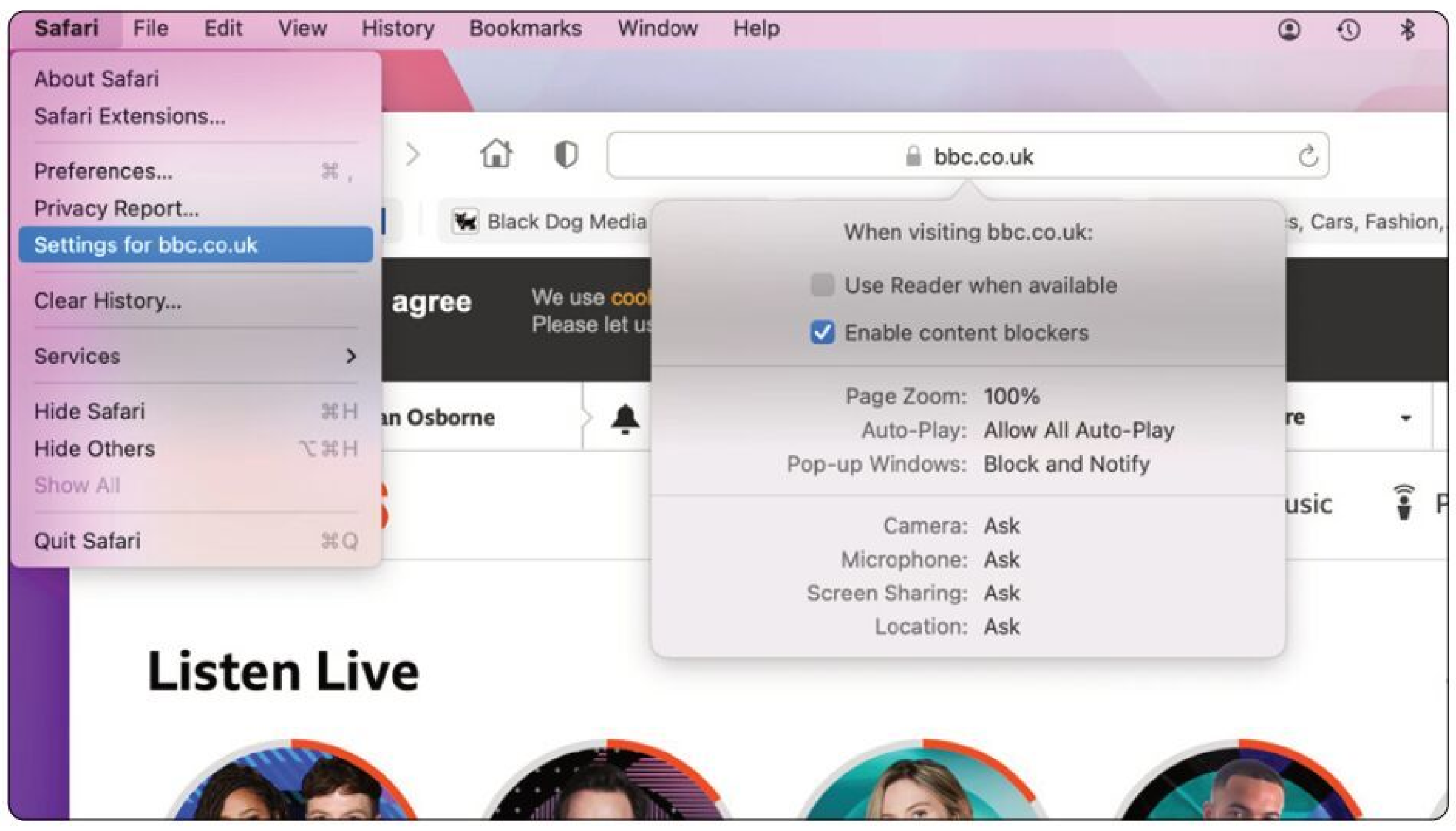
You can keep using your general IP address location so that websites can provide local content in Safari, or you can choose to use a broader IP address location in your country and time zone.

● Maintain General Location
○ Use Country and Time Zone

**1** Click the Shield icon which is found to the left of the URL field for a report on what trackers Safari has prevented from following you. Click the chevron to list them, and the 'i' icon for more information about site tracking and why websites do it.

**2** If you have a paid-for iCloud subscription you can turn on Private Relay, which prevents websites from viewing your IP address. To turn it on and off, go to System Preferences > Apple ID and under Private Relay, click the Options button.

# Tailor Site Settings

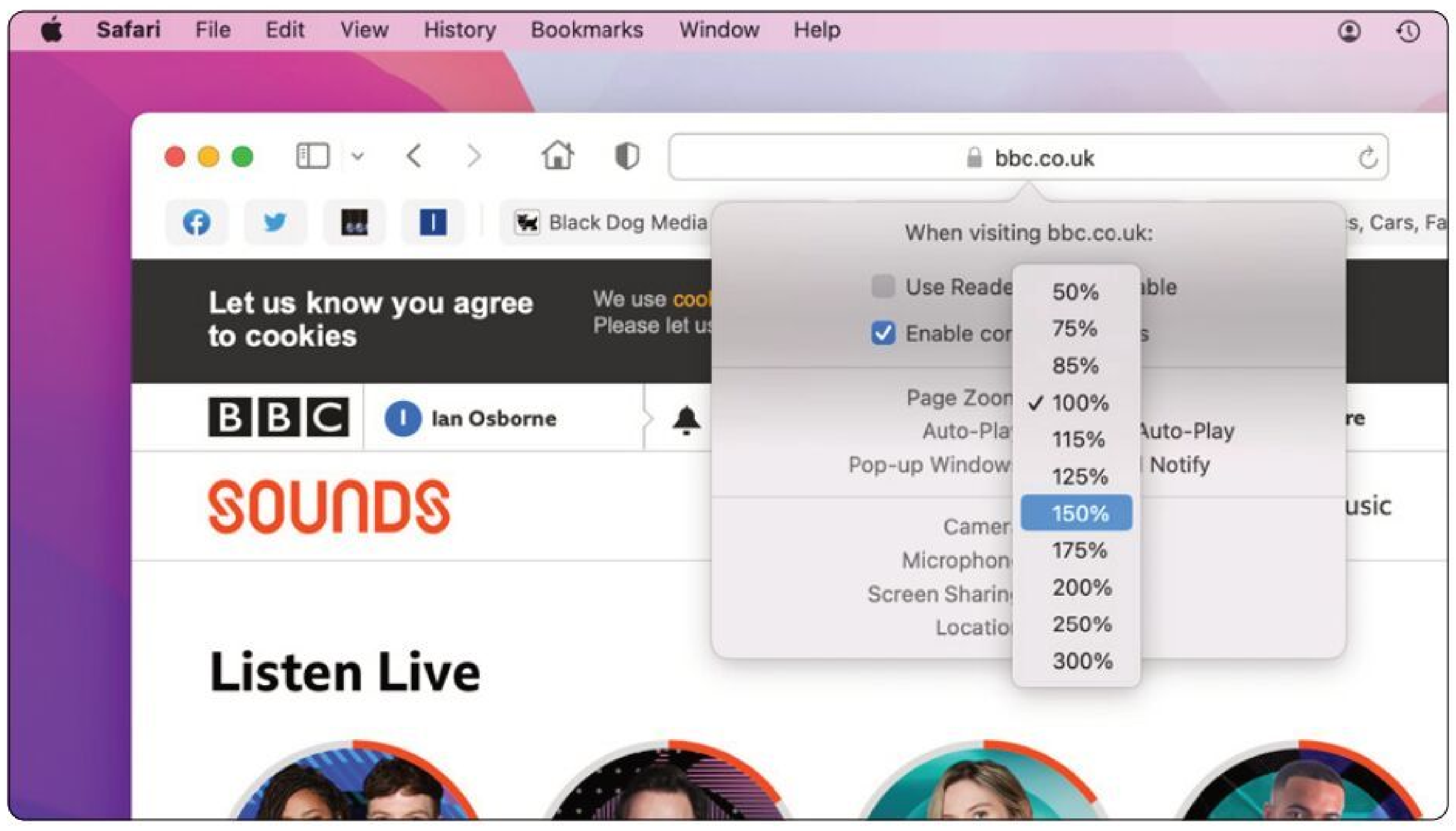


When visiting bbc.co.uk:

☐ Use Reader when available
☑ Enable content blockers

Page Zoom: 100%
Auto-Play: Allow All Auto-Play
Pop-up Windows: Block and Notify

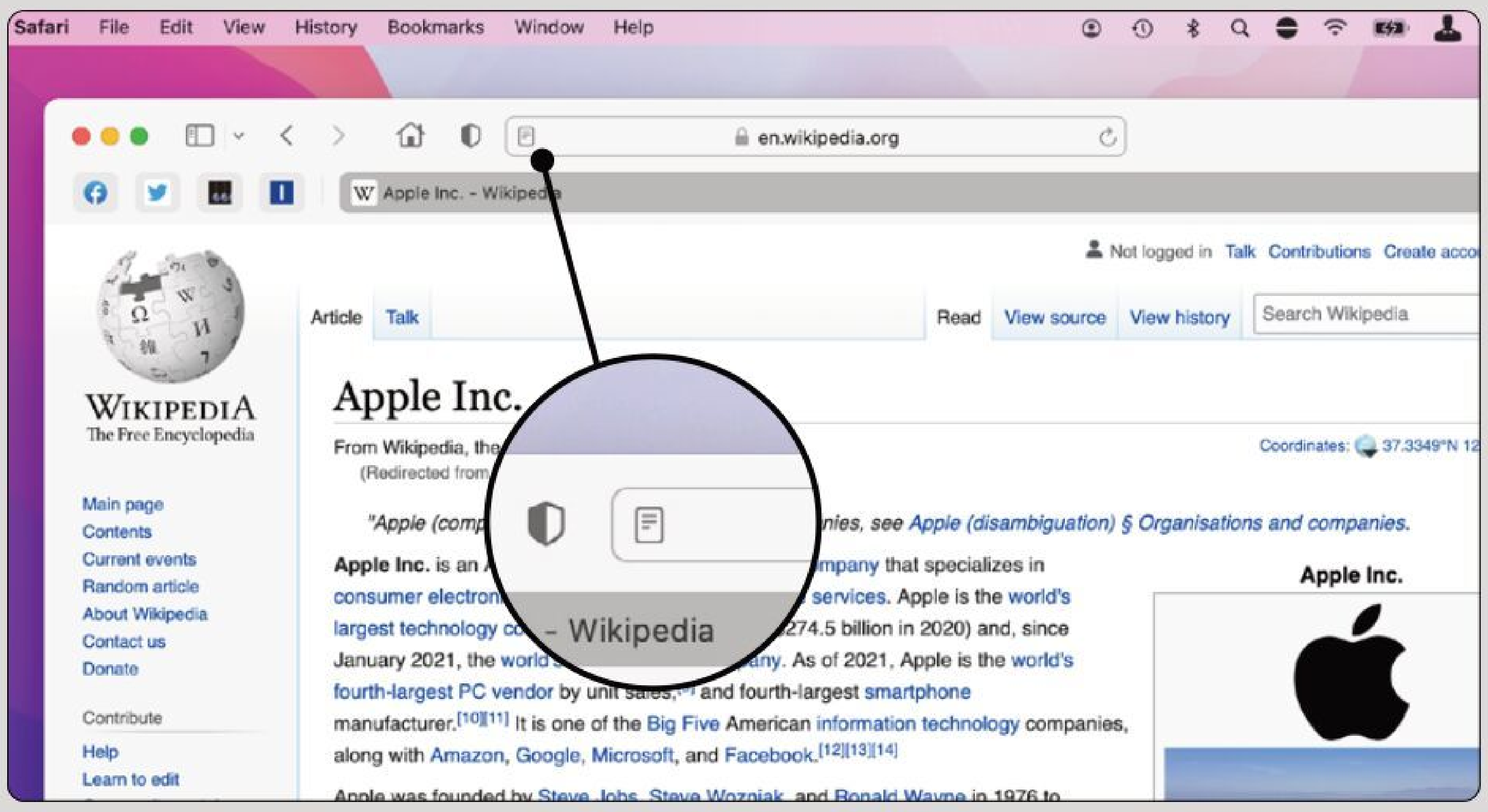
Camera: Ask
Microphone: Ask
Screen Sharing: Ask
Location: Ask

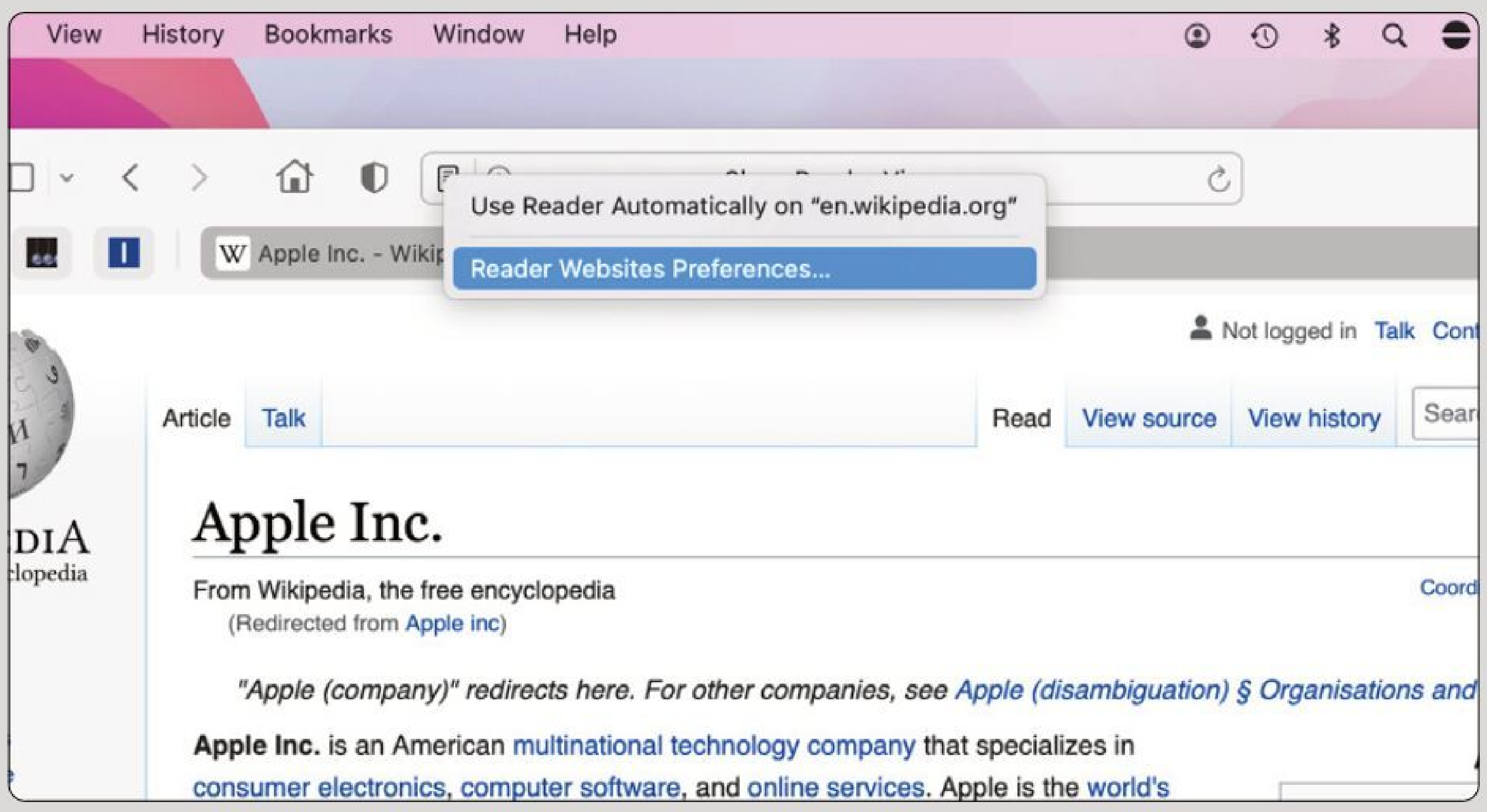


**1** There's a number of useful tools for tailoring your experience on a per-site basis. Open the website and in the Safari menu, select Settings for [the website]. You can enable or disable content blockers, go straight to Reader View, change the page zoom, stop auto-playing videos and more.

**2** Page Zoom and Auto-Play are set with pull-down menus that appear when you click their current values. By default, the Auto-Play function stops videos with sound automatically playing but you can override this using the Auto-Play menu. These settings are applied whenever you load that site.

# The Reader View.



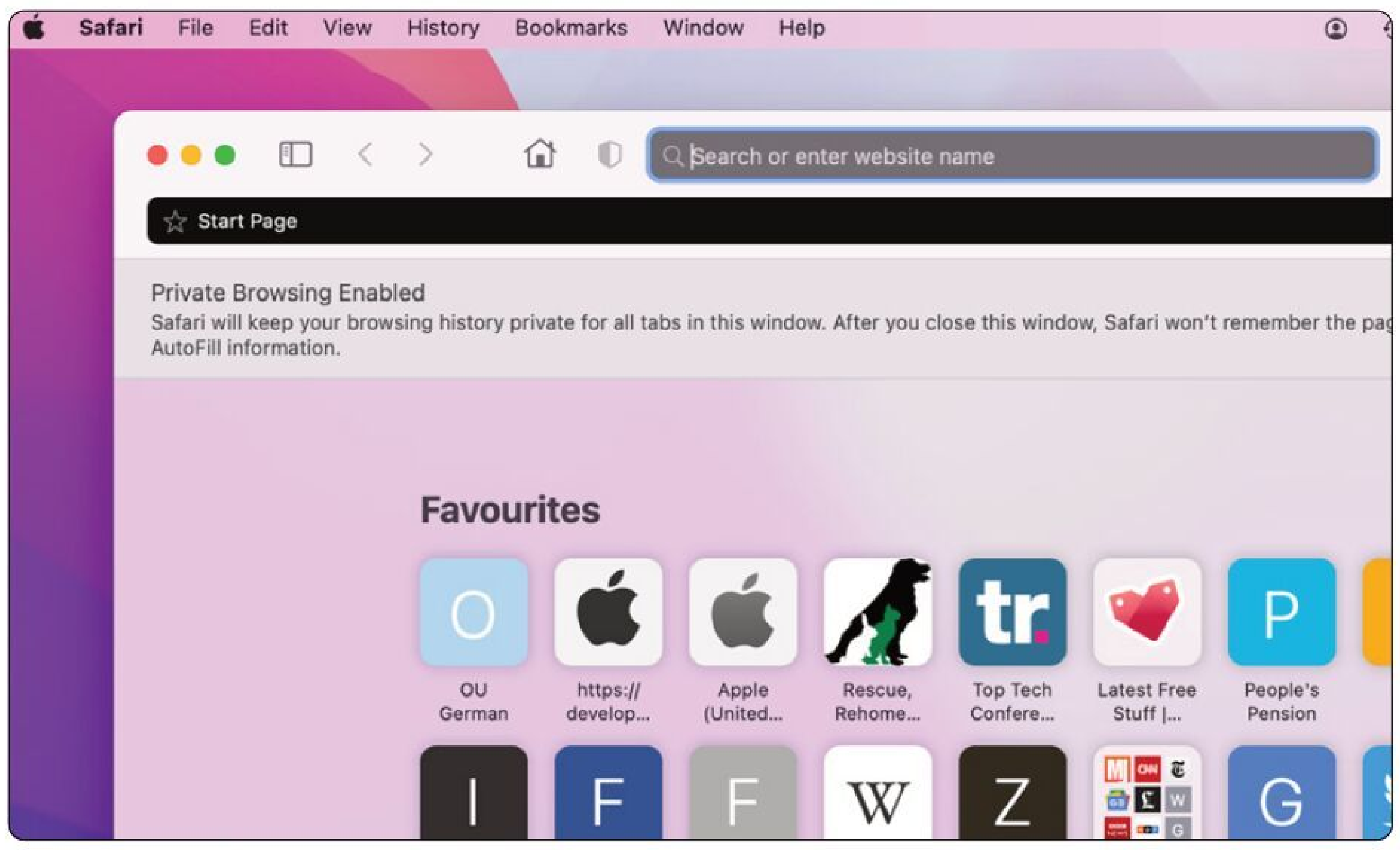


Use Reader Automatically on "en.wikipedia.org"
Reader Websites Preferences...

The Reader View isn't available on every web page. Look for this icon that appears in the left-hand side of the URL field. When it's there, you can click it to access the Reader View, for a simpler (and far more easily printed) page.

Reader View can be configured to your own requirements. Right or Ctrl-click on the Reader View icon and you get a menu from where you can opt to always use Reader View on the current site, or open the Reader View preferences.

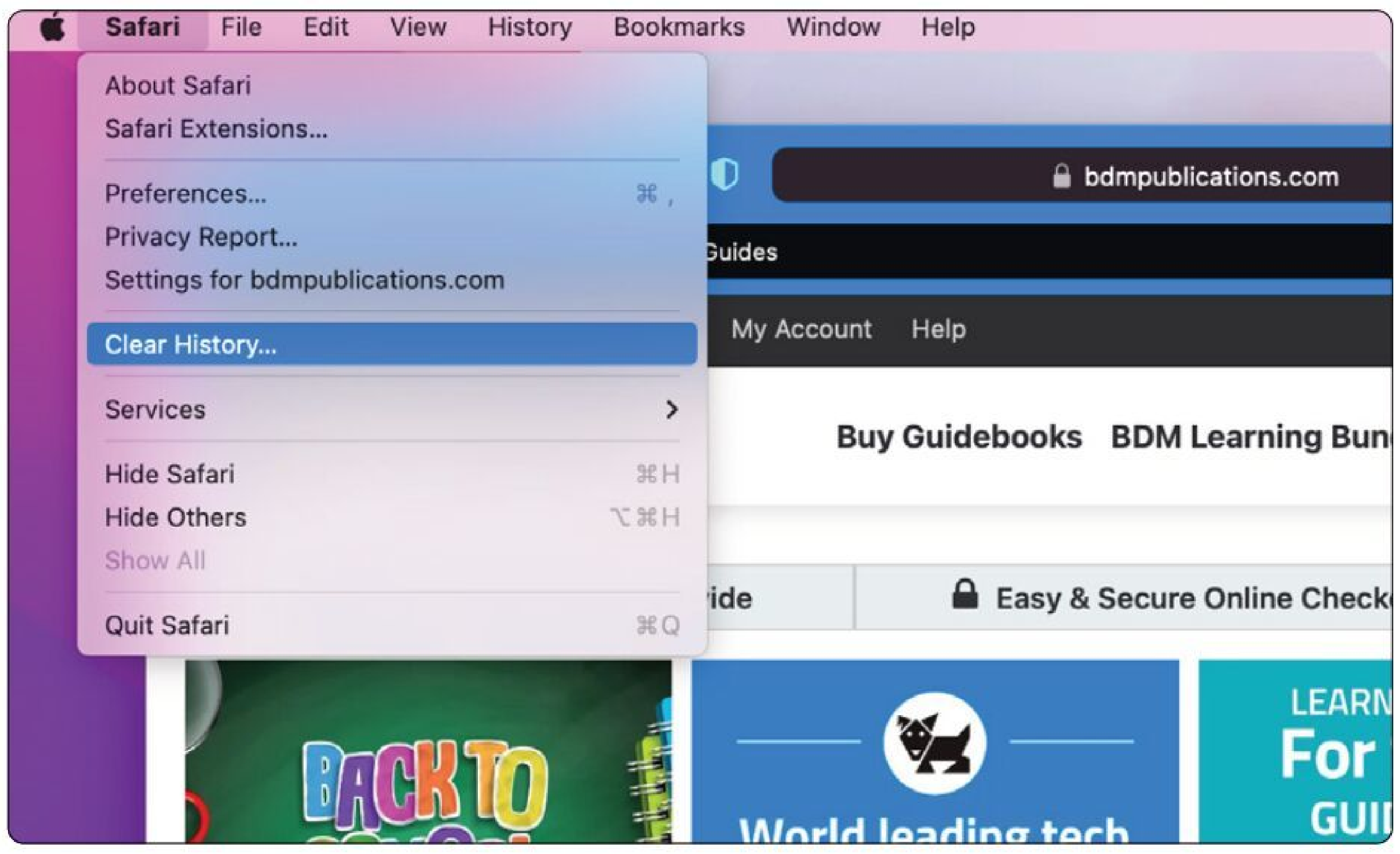
# Getting More from Safari


Safari File Edit View History Bookmarks Window Help
Search or enter website name
Start Page
Favourites
OU German
https://develop...
Apple (United...
Rescue, Rehome...
Top Tech Confere...
Latest Free Stuff |...
People's Pension

Private Browsing Enabled
Safari will keep your browsing history private for all tabs in this window. After you close this window, Safari won't remember the pag
AutoFill information.

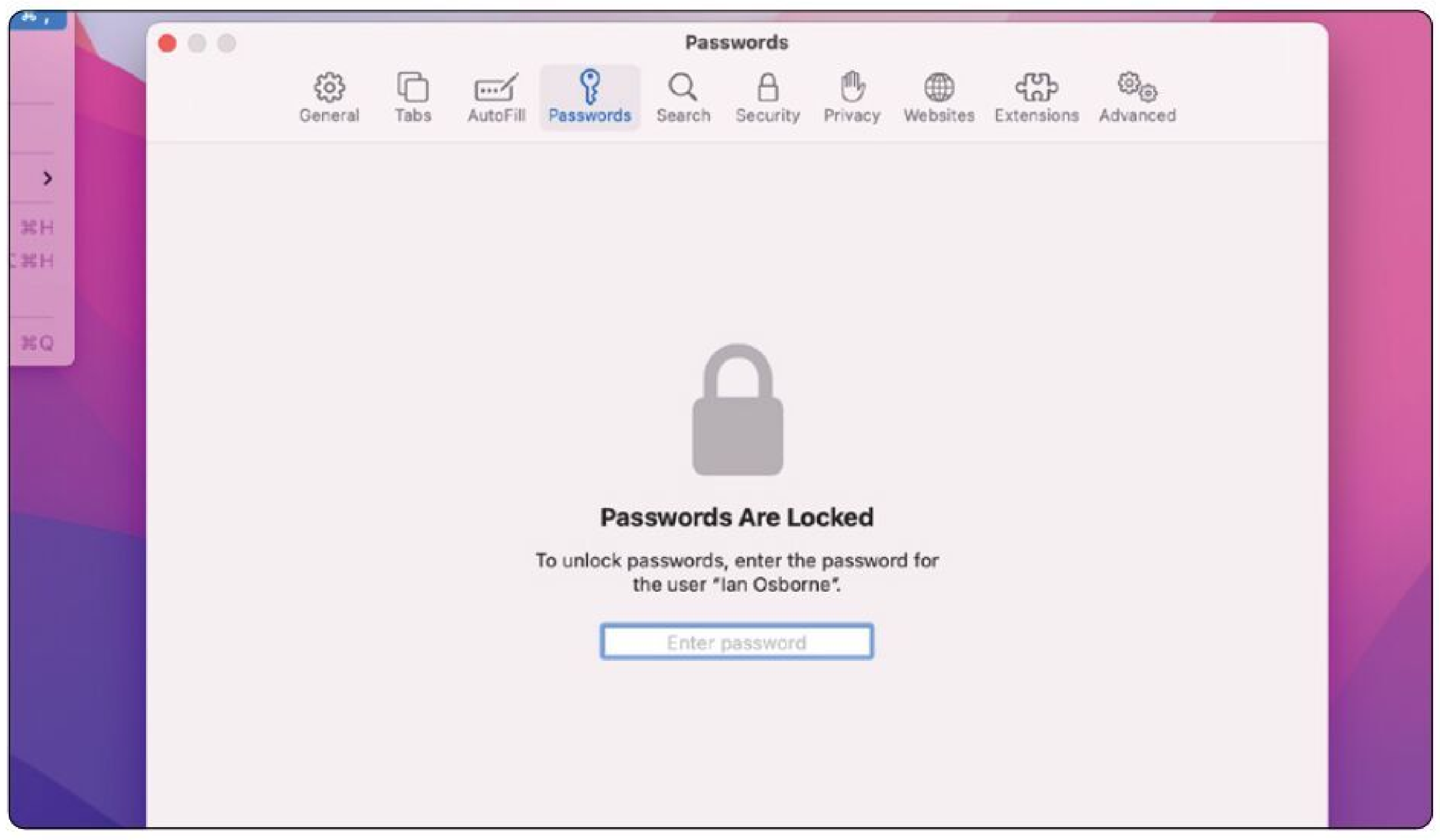
## Private Browsing

Private Browsing lets you browse the Internet without adding tracking cookies or recording where you've been in your history. Activate Privacy Mode by selecting New Private Window in the File menu. In a private window, the URL field is darkened.


Safari File Edit View History Bookmarks Window Help
About Safari
Safari Extensions...
Preferences... ⌘,
Privacy Report...
Settings for bdmpublications.com
Clear History...
Services
Hide Safari ⌘H
Hide Others ⌥⌘H
Show All
Quit Safari ⌘Q
bdmpublications.com
My Account Help
Buy Guidebooks BDM Learning Bun
Easy & Secure Online Check
World leading tech

## Clear Browsing History

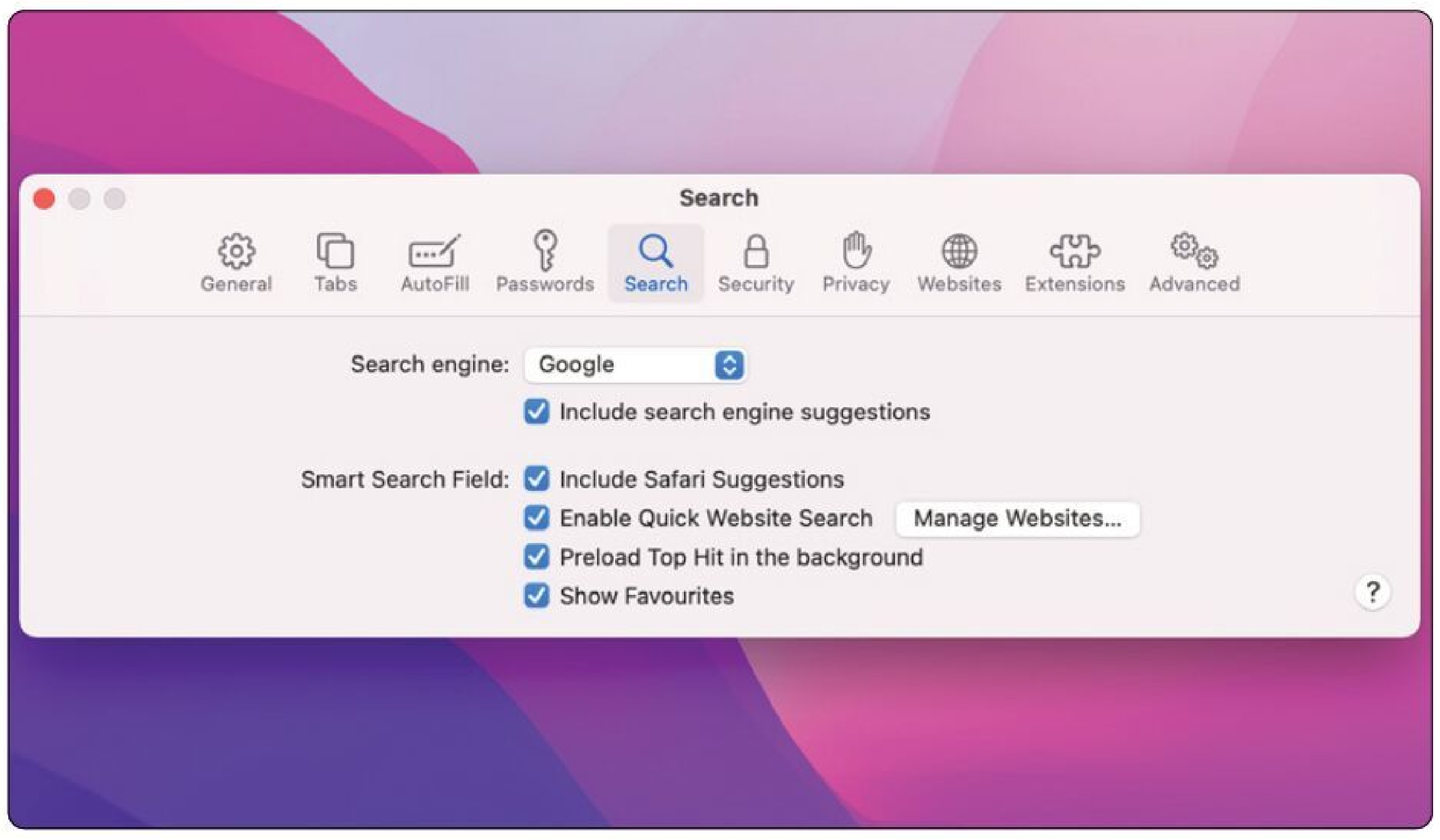
In the Safari menu, there's an option Clear History, which erases your browsing history and website data. Hold Alt while you select it to delete your browsing history, but not website data. In the pop-up, choose whether to delete all or recent history with the pull-down.


Passwords
General Tabs AutoFill Passwords Search Security Privacy Websites Extensions Advanced

Passwords Are Locked
To unlock passwords, enter the password for the user "Ian Osborne".
Enter password

## Stored Passwords

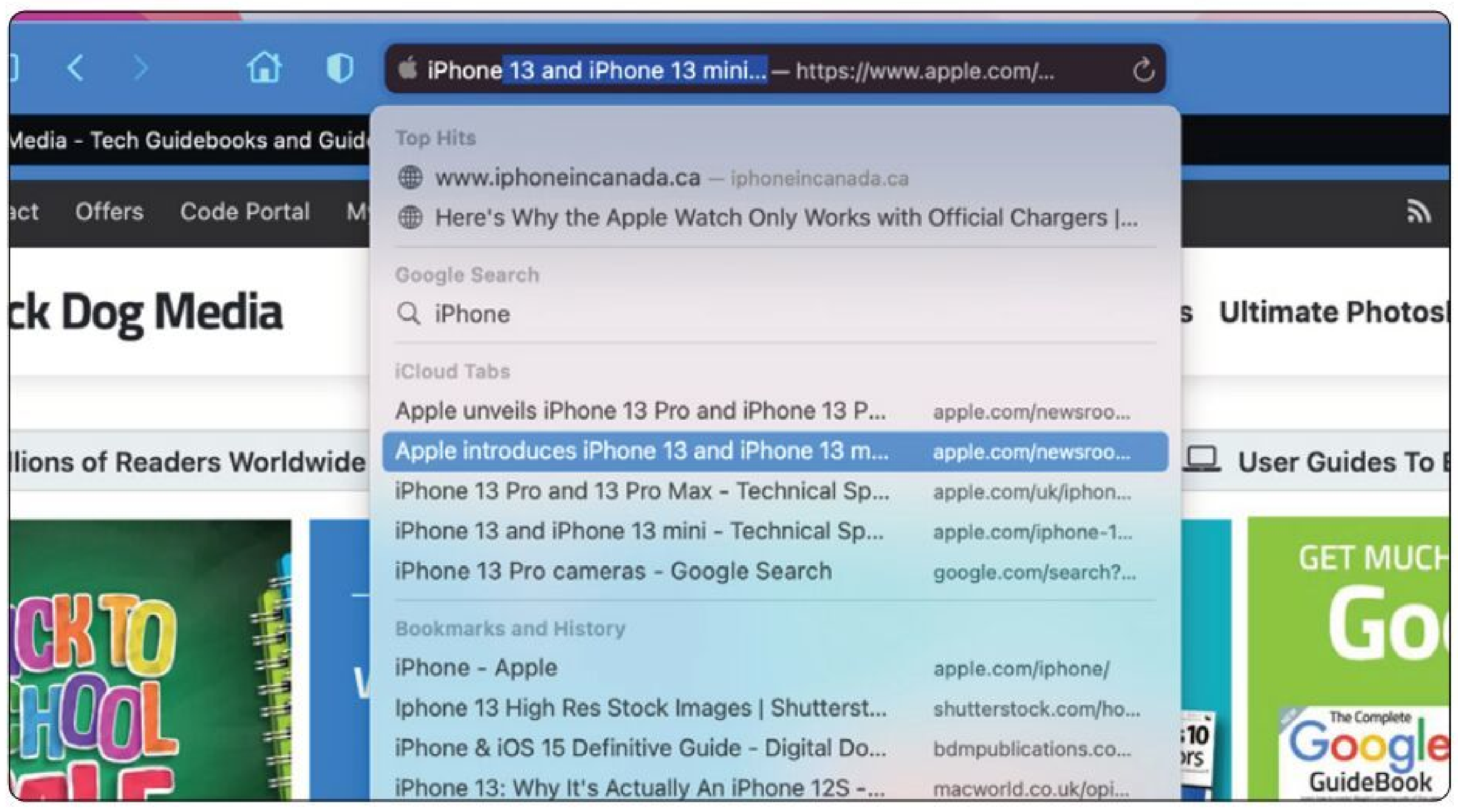
You can access any stored login credentials from a website by entering Safari > Preferences, then clicking on the Passwords section. You need to enter your admin password to unlock them. You can see if passwords have been compromised, and change them from this window.


Search
General Tabs AutoFill Passwords Search Security Privacy Websites Extensions Advanced
Manage Websites...
?

Search engine: Google
☑ Include search engine suggestions
Smart Search Field: ☑ Include Safari Suggestions
☑ Enable Quick Website Search
☑ Preload Top Hit in the background
☑ Show Favourites

## Change Your Search Engine

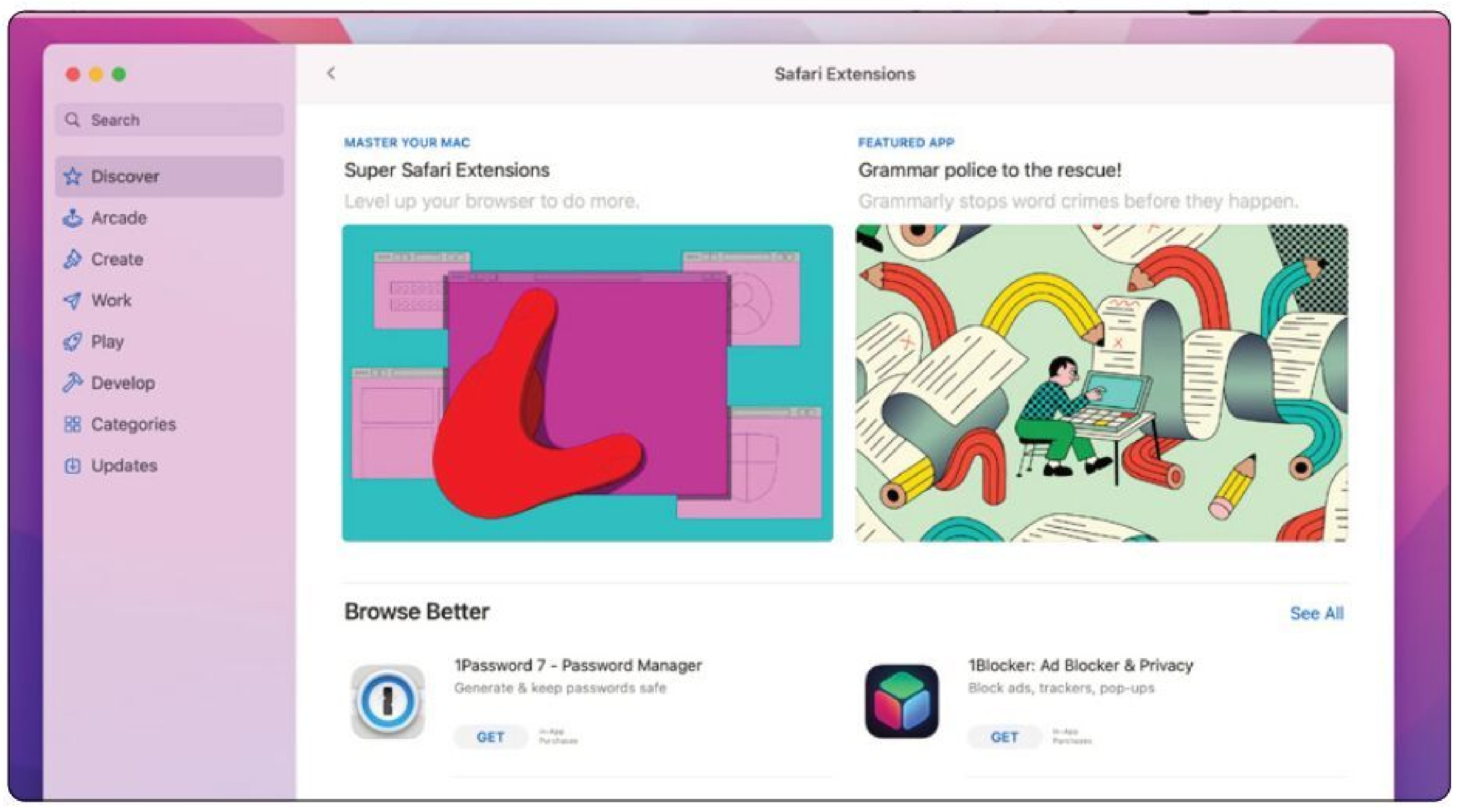
To change the search engine Safari uses by default, select Preferences from the Safari menu. Click on the Search tab and from the pull-down select the search engine you want to use. The sites on offer are Google, Yahoo, Bing, DuckDuckGo and Ecosia.


Media - Tech Guidebooks and Guid
act Offers Code Portal
ck Dog Media
Ultimate Photos
llions of Readers Worldwide
User Guides To
GET MUCH
The Complete Google GuideBook

iPhone 13 and iPhone 13 mini... — https://www.apple.com/...
Top Hits
www.iphoneincanada.ca — iphoneincanada.ca
Here's Why the Apple Watch Only Works with Official Chargers |...
Google Search
iPhone
iCloud Tabs
Apple unveils iPhone 13 Pro and iPhone 13 P... apple.com/newsroo...
Apple introduces iPhone 13 and iPhone 13 m... apple.com/newsroo...
iPhone 13 Pro and 13 Pro Max - Technical Sp... apple.com/uk/iphon...
iPhone 13 and iPhone 13 mini - Technical Sp... apple.com/iphone-1...
iPhone 13 Pro cameras - Google Search google.com/search?...
Bookmarks and History
iPhone - Apple apple.com/iphone/
Iphone 13 High Res Stock Images | Shutterst... shutterstock.com/ho...
iPhone & iOS 15 Definitive Guide - Digital Do... bdmpublications.co...
iPhone 13: Why It's Actually An iPhone 12S -... macworld.co.uk/opi...

## Integrated Spotlight Search

Spotlight search is a tightly integrated feature of macOS, including Safari. From the search bar you can find links to web pages, bookmarks and browsing history; simply by typing a search term. Click on one of the responses to open that particular website in your browser.


Safari Extensions
Search
Discover
Arcade
Create
Work
Play
Develop
Categories
Updates
MASTER YOUR MAC
Super Safari Extensions
Level up your browser to do more.
FEATURED APP
Grammar police to the rescue!
Grammarly stops word crimes before they happen.
Browse Better
See All
1Password 7 - Password Manager
Generate & keep passwords safe
GET
1Blocker: Ad Blocker & Privacy
Block ads, trackers, pop-ups
GET

## Safari Extensions

You can add great extensions to Safari to expand its functionality and speed up your workflow. Open Safari's Preferences window (Safari > Preferences) and select Extensions. Click on the More Extensions button to access the App Store's extensions page, from where they can be installed.

# Mail
# Send & Receive Email

Monterey has a great bundled email application, so sending and receiving emails is as easy as typing a message and clicking a button. Here's how to get the most from the Mail app.

**1** This is the sidebar, which lets you select mailboxes, see emails from VIP senders or those which you've flagged, and more. You can resize and even close this sidebar by clicking and dragging the divider between this and your emails list.

**2** The list of emails contained in the currently selected mailbox, in this case, All Mailboxes. The number of emails in the box, and the number of unread emails, are shown. You can resize this column by clicking and dragging its left or right edge.

**3** Click this circular icon to toggle between showing all emails and only unread emails.

**4** This button downloads new emails. You can set your Mail app to check automatically but this button does so manually.

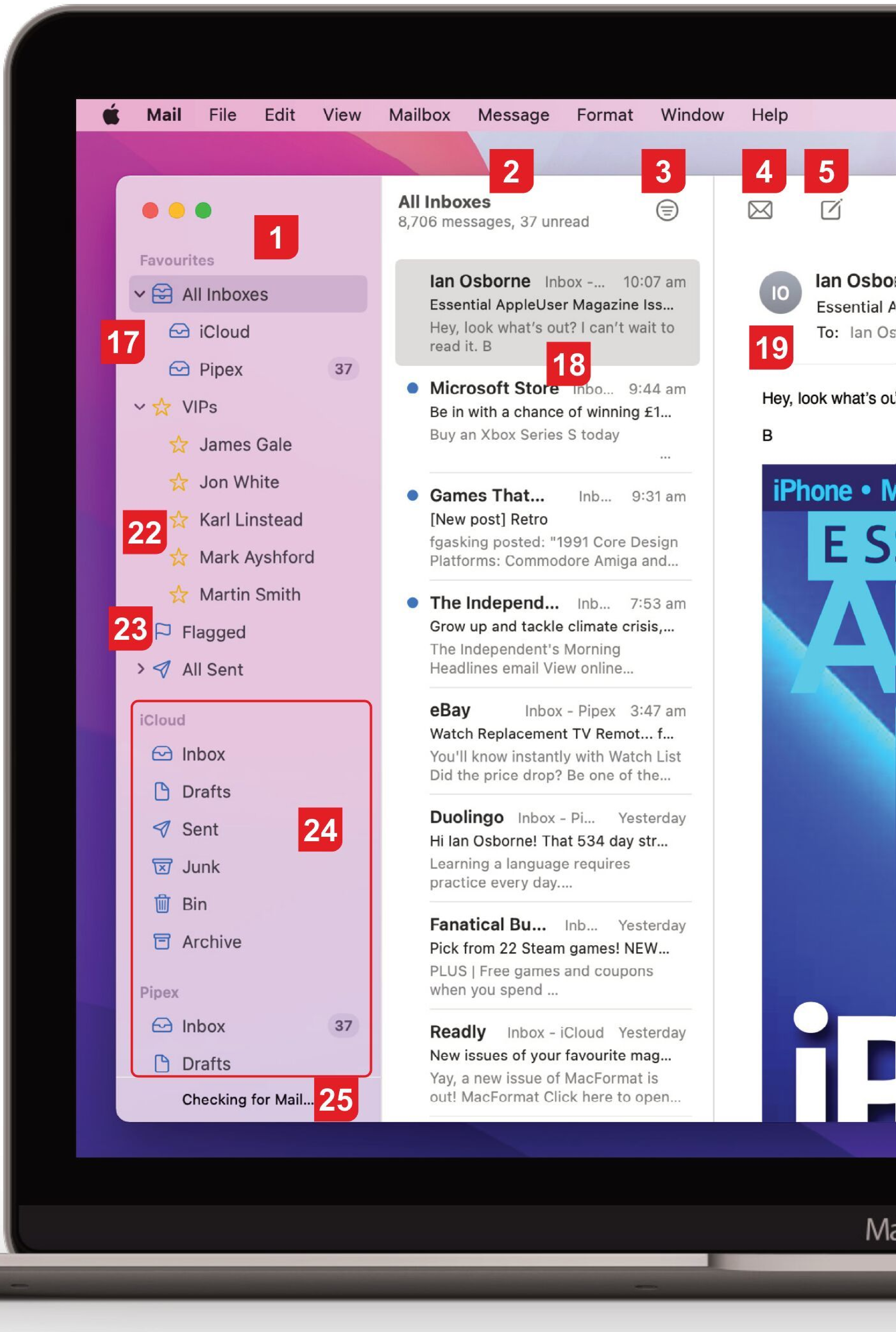
**5** When you want to write a new email from scratch, click on this button to open a blank one.

**6** This button archives the selected message. Very useful if you want to make sure you don't delete it.

**7** If you want to throw away the currently selected email, click here to send it to the Trash folder.

**8** This button moves the selected email to your junk mail folder. Use it to help the Mail app identify 'spam', which is junk emails.

**9** This button lets you reply to the currently selected email, with the reply going to its sender only.


Mail
File
Edit
View
Mailbox
Message
Format
Window
Help
1
2
3
4
5
17
18
19
22
23
24
25
Favourites
All Inboxes
iCloud
Pipex
37
VIPs
James Gale
Jon White
Karl Linstead
Mark Ayshford
Martin Smith
Flagged
All Sent
iCloud
Inbox
Drafts
Sent
Junk
Bin
Archive
Pipex
Inbox
37
Drafts
Checking for Mail...
All Inboxes
8,706 messages, 37 unread
IO
iPhone • M
ES
A
iP
Ma

**Ian Osborne** Inbox -... 10:07 am
Essential AppleUser Magazine Iss...
Hey, look what's out? I can't wait to read it. B

**Microsoft Store** Inbo... 9:44 am
Be in with a chance of winning £1...
Buy an Xbox Series S today

**Games That...** Inb... 9:31 am
[New post] Retro
fgasking posted: "1991 Core Design Platforms: Commodore Amiga and...

**The Independ...** Inb... 7:53 am
Grow up and tackle climate crisis,...
The Independent's Morning Headlines email View online...

**eBay** Inbox - Pipex 3:47 am
Watch Replacement TV Remot... f...
You'll know instantly with Watch List Did the price drop? Be one of the...

**Duolingo** Inbox - Pi... Yesterday
Hi Ian Osborne! That 534 day str...
Learning a language requires practice every day....

**Fanatical Bu...** Inb... Yesterday
Pick from 22 Steam games! NEW...
PLUS | Free games and coupons when you spend ...

**Readly** Inbox - iCloud Yesterday
New issues of your favourite mag...
Yay, a new issue of MacFormat is out! MacFormat Click here to open...

**Ian Osbo**
Essential A
To: Ian Os

Hey, look what's ou

B

**10** Use this button to reply to the sender of the currently selected email, but also to everyone else that received it.

**11** If you want to forward an email to a third party, that is, not the person who sent it to you, use this button.

**12** Click the flag to mark the currently open email with a flag of this colour. Click the chevron next to the flag for a pull-down menu that lets you select a different flag.

**13** Use this button to silence notifications on threads that are sending you too many alerts.

**14** This pull-down menu is another way of moving an email into another mailbox or folder.

**15** Information about what mailbox the open email is in, what time it was received and the paper clip shows it has attachments.

**16** To search for a specific subject, person or word/phrase in your emails, use the field here.

**17** These are email inboxes and as you can see, we have two email accounts set up in Mail; however, you can have more or fewer if you prefer.

**18** Your emails appear here. Unread emails are shown with a blue dot to the left. Click on an email to open it in the main window.

**19** If the email's sender is in your Contacts and has a picture, it appears here. If not, it's just a grey circle with an initial in it. To the right is information about who sent and received the open email, and its subject.

**20** Hover over the top of the open email and the icons numbered 7-11 are repeated. Their functionality is the same.

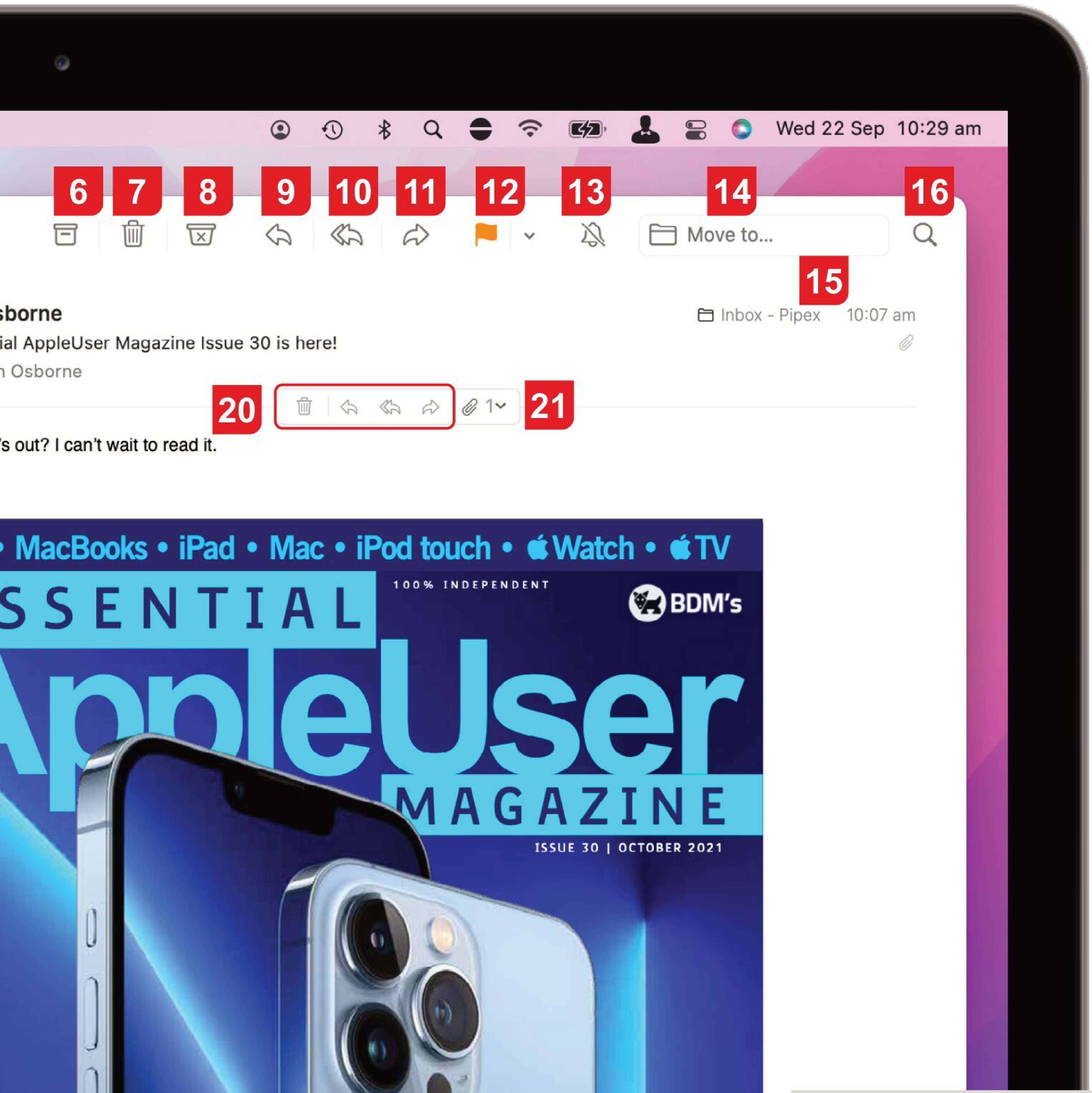
**21** If the open email has attachments, click here for a pull-down listing them all, from where you can select and open them.

**22** If you've identified senders as VIPs, they're listed here. Click 'VIPs' to open and close this section, and click on a VIP name to see emails from that person.

**23** Here you can access emails you've flagged, or those you have sent from your email accounts.

**24** Various other mailboxes associated with the accounts you've set up in Mail.

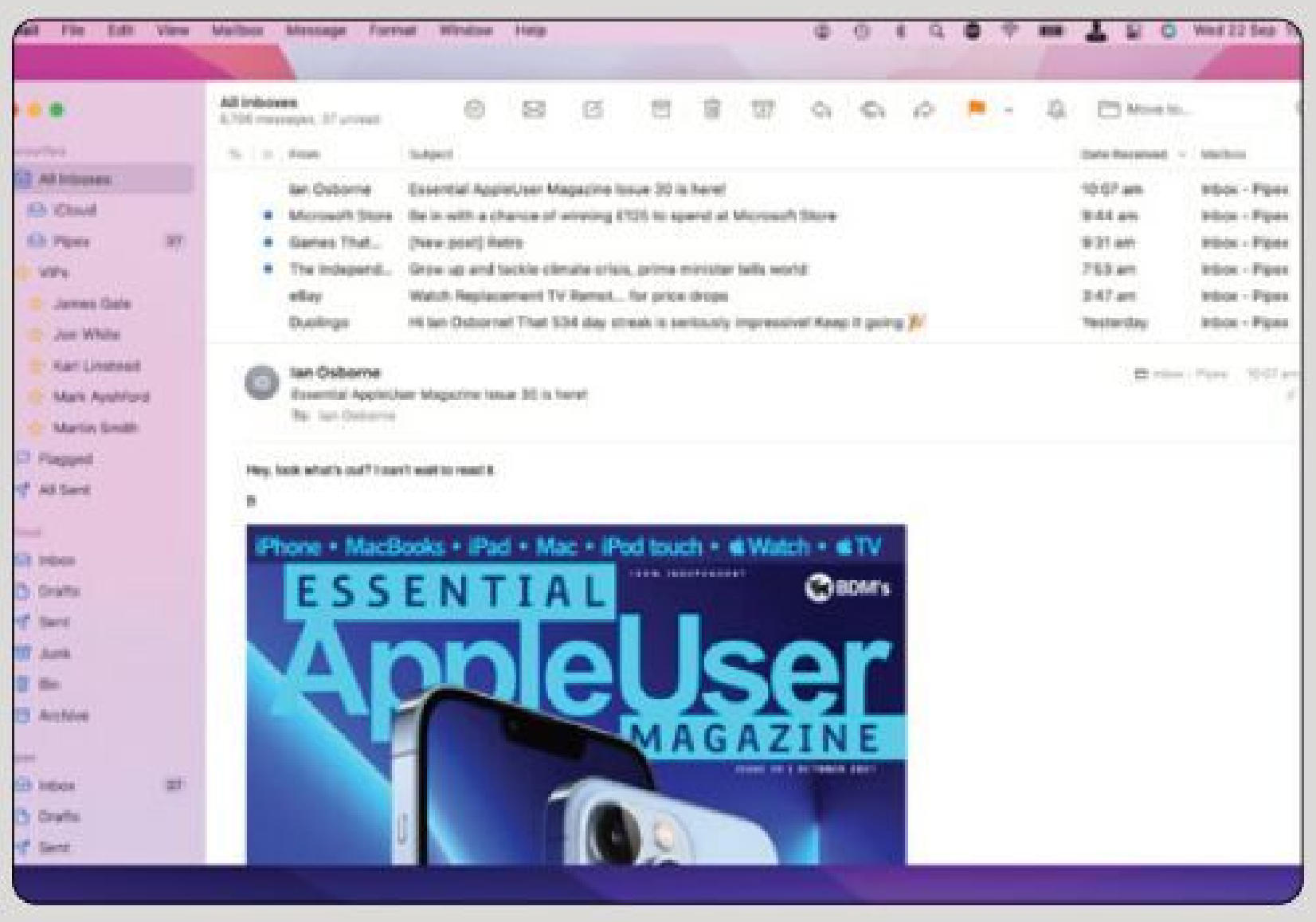
**25** When new emails are downloading or sending, it says so here.



sborne
ial AppleUser Magazine Issue 30 is here!
n Osborne

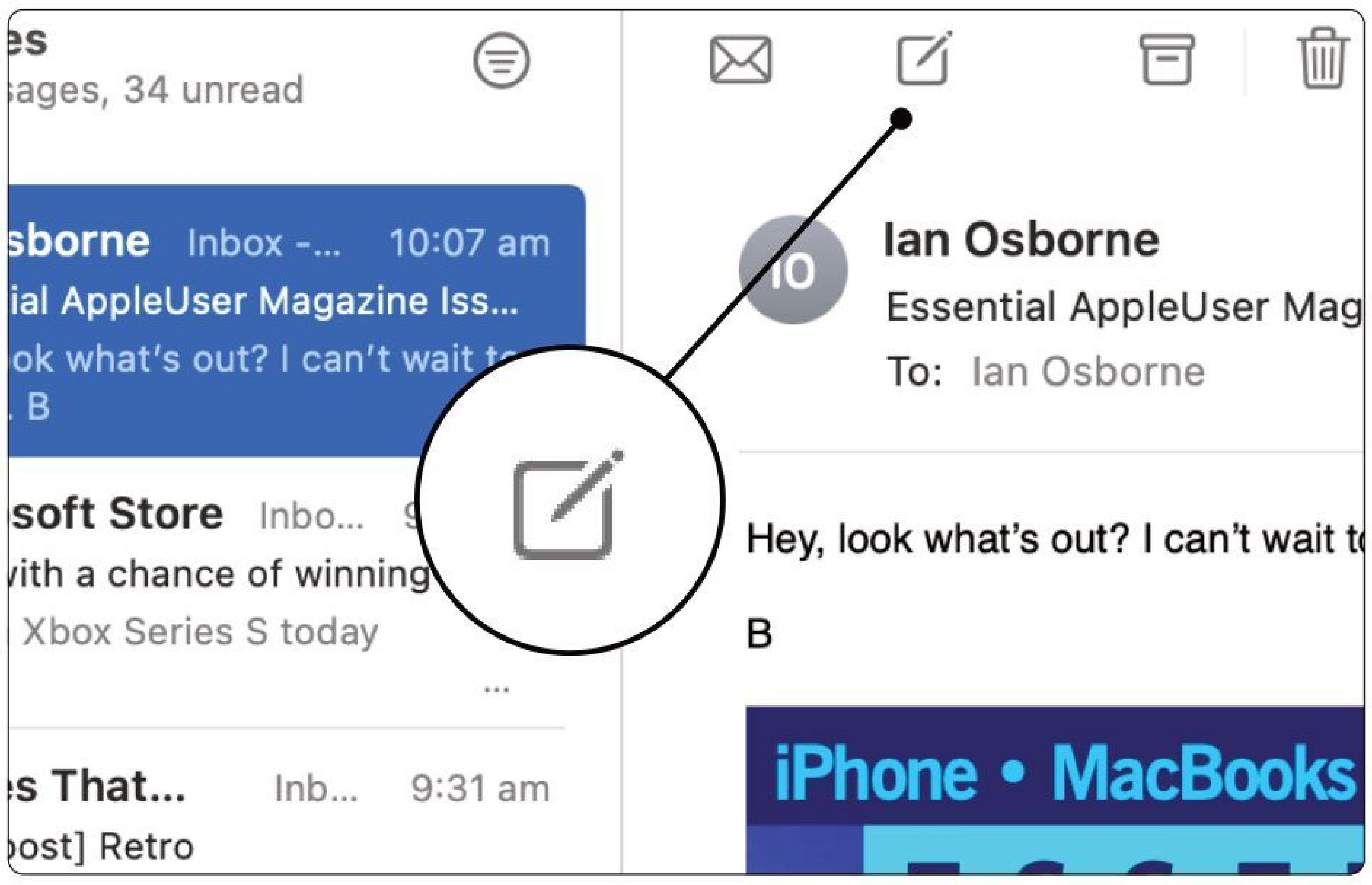
's out? I can't wait to read it.

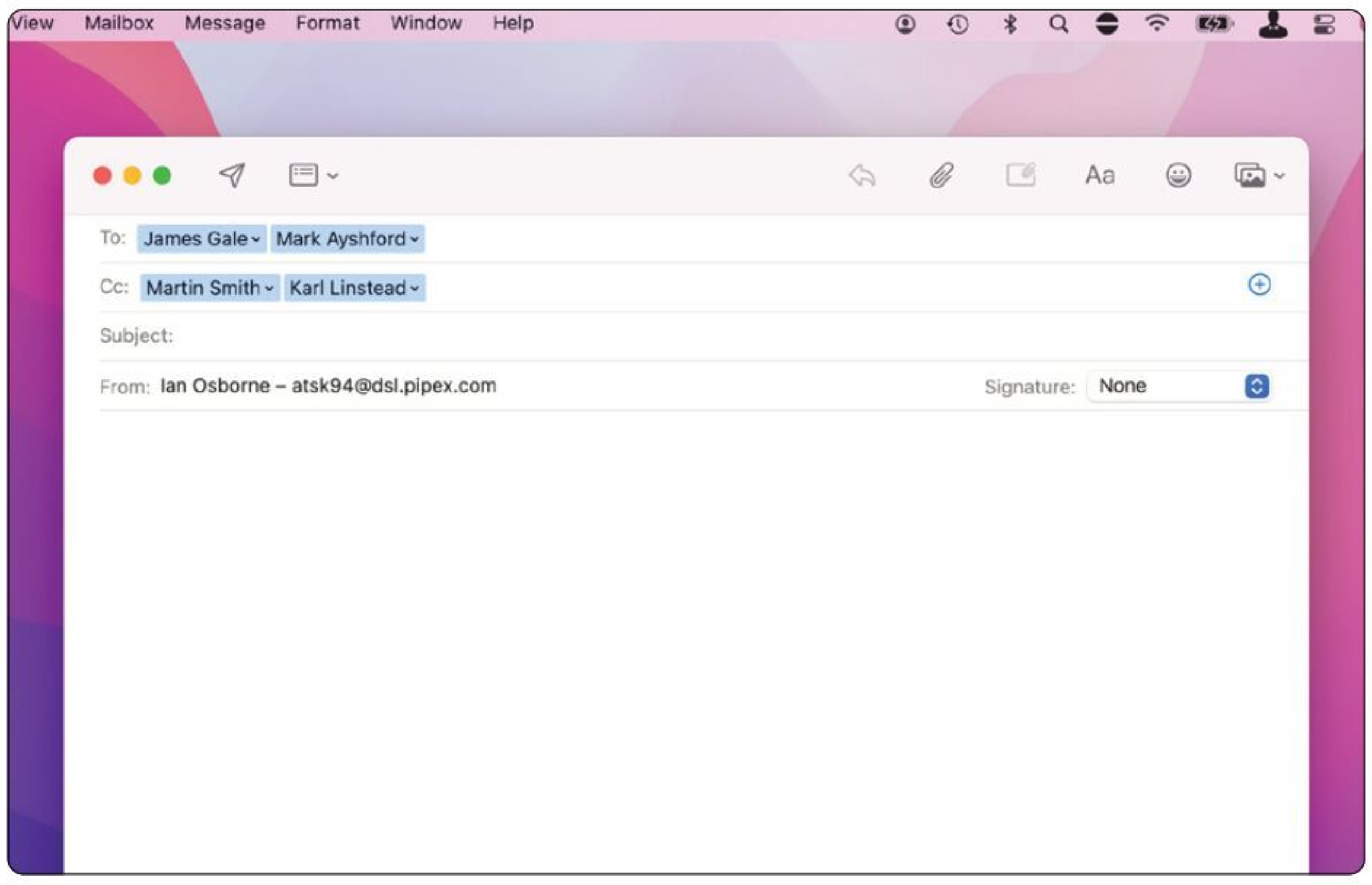
## The Column Layout.



To use the old-school, column-based layout, in the View menu, select Use Column Layout. Repeat this step to revert to the modern layout.

## Sending a New Email

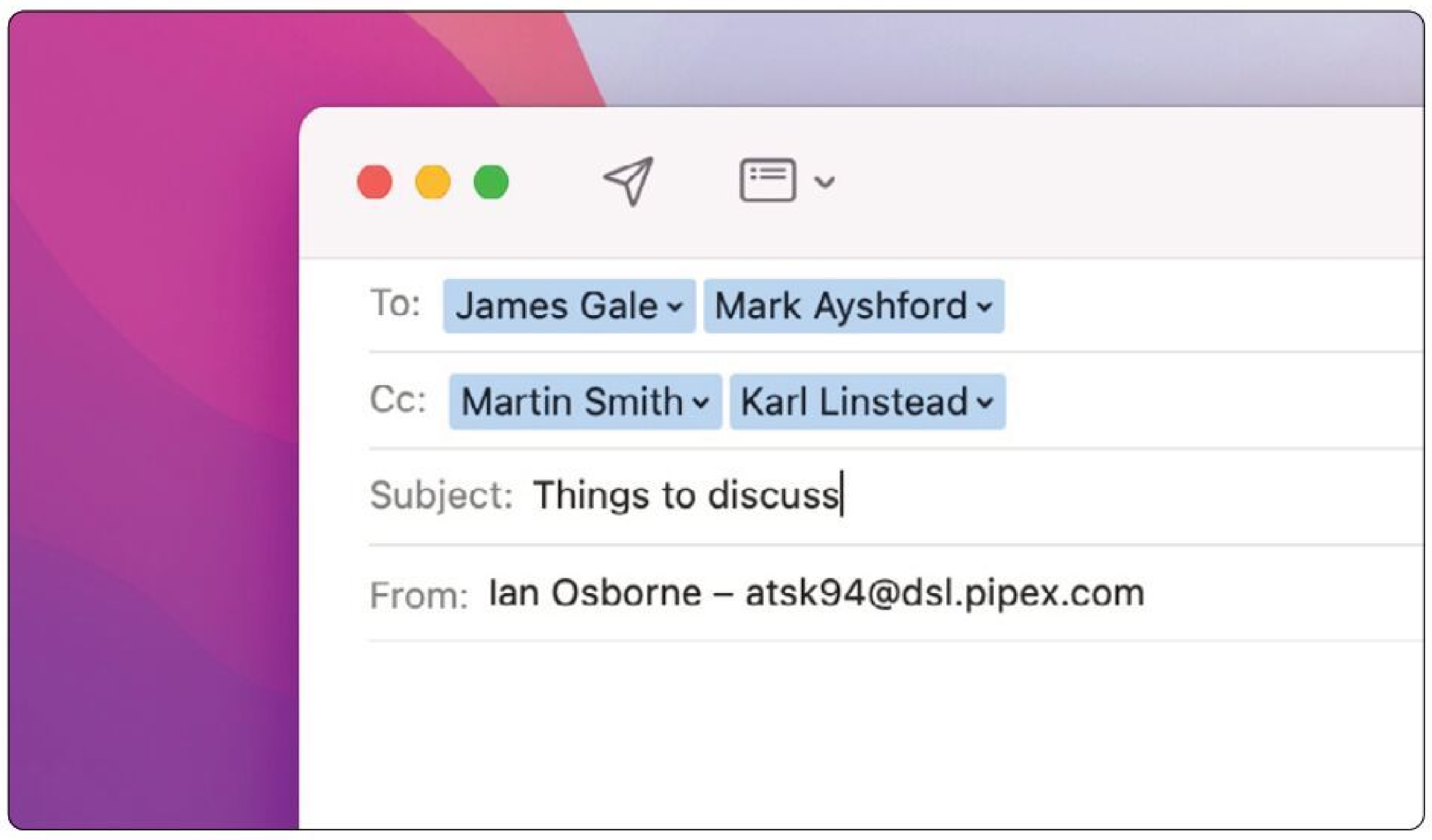

es
ages, 34 unread
sborne Inbox -... 10:07 am
ial AppleUser Magazine Iss...
ok what's out? I can't wait t
. B
soft Store Inbo...
ith a chance of winning
Xbox Series S today
s That... Inb... 9:31 am
ost] Retro
Ian Osborne
Essential AppleUser Mag
To: Ian Osborne
Hey, look what's out? I can't wait t
B
iPhone • MacBooks


View Mailbox Message Format Window Help

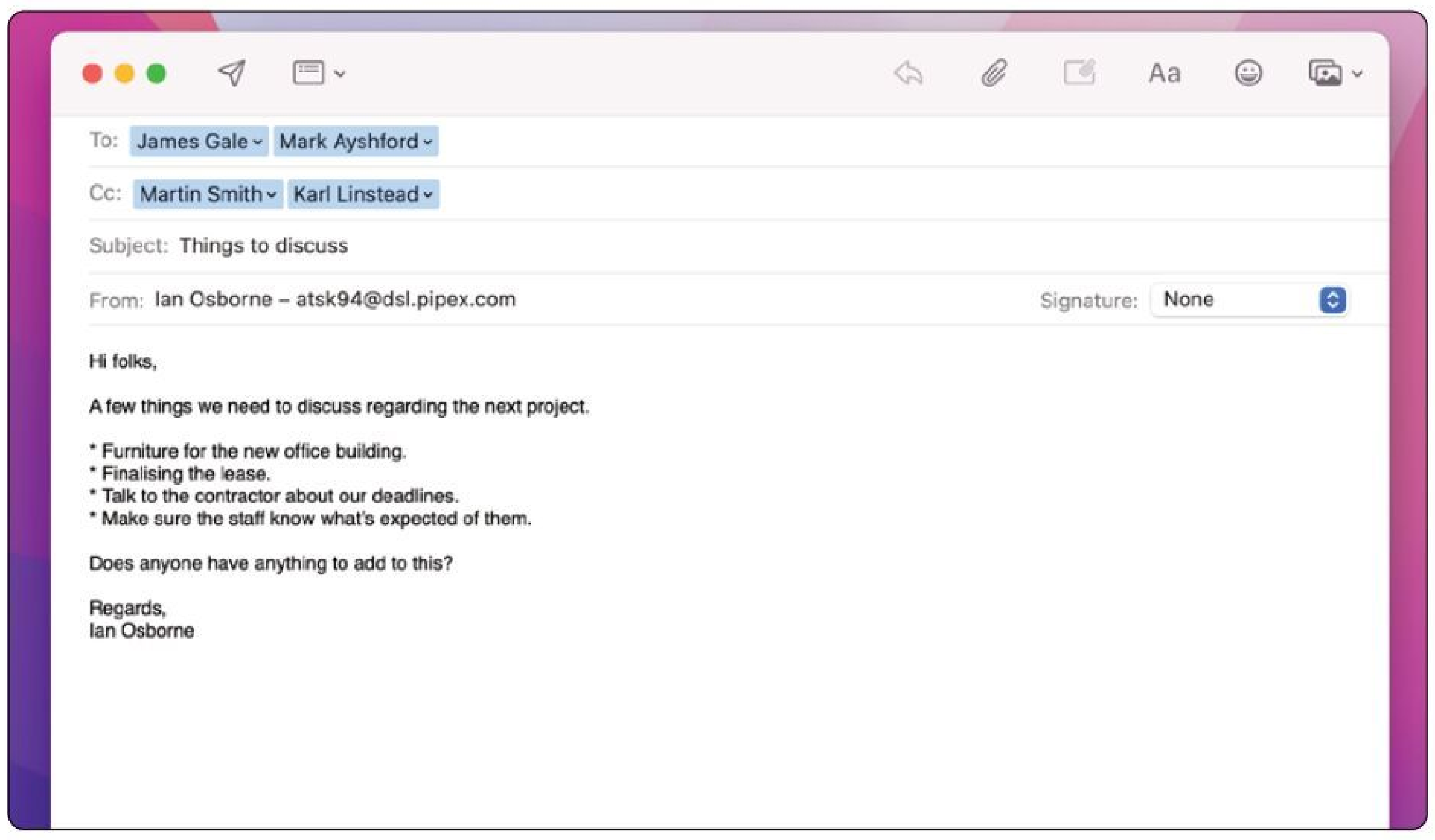
To: James Gale Mark Ayshford
Cc: Martin Smith Karl Linstead
Subject:
From: Ian Osborne – atsk94@dsl.pipex.com Signature: None

**1** Here we show you how to open a new, blank email, write a message and send it to a given email address using the Mac's Mail app. To open a new email, first click on the Compose New Message icon in the toolbar on top of the window; the one that looks like a pen writing on paper.

**2** To send someone an email, type their email address into the box marked To:. To also send it to someone else, add their email address in the Cc: box. Add multiple email addresses in either box, separated by commas, to send the same message to a group of people.



To: James Gale Mark Ayshford
Cc: Martin Smith Karl Linstead
Subject: Things to discuss
From: Ian Osborne – atsk94@dsl.pipex.com



To: James Gale Mark Ayshford
Cc: Martin Smith Karl Linstead
Subject: Things to discuss
From: Ian Osborne – atsk94@dsl.pipex.com Signature: None

Hi folks,

A few things we need to discuss regarding the next project.

* Furniture for the new office building.
* Finalising the lease.
* Talk to the contractor about our deadlines.
* Make sure the staff know what's expected of them.

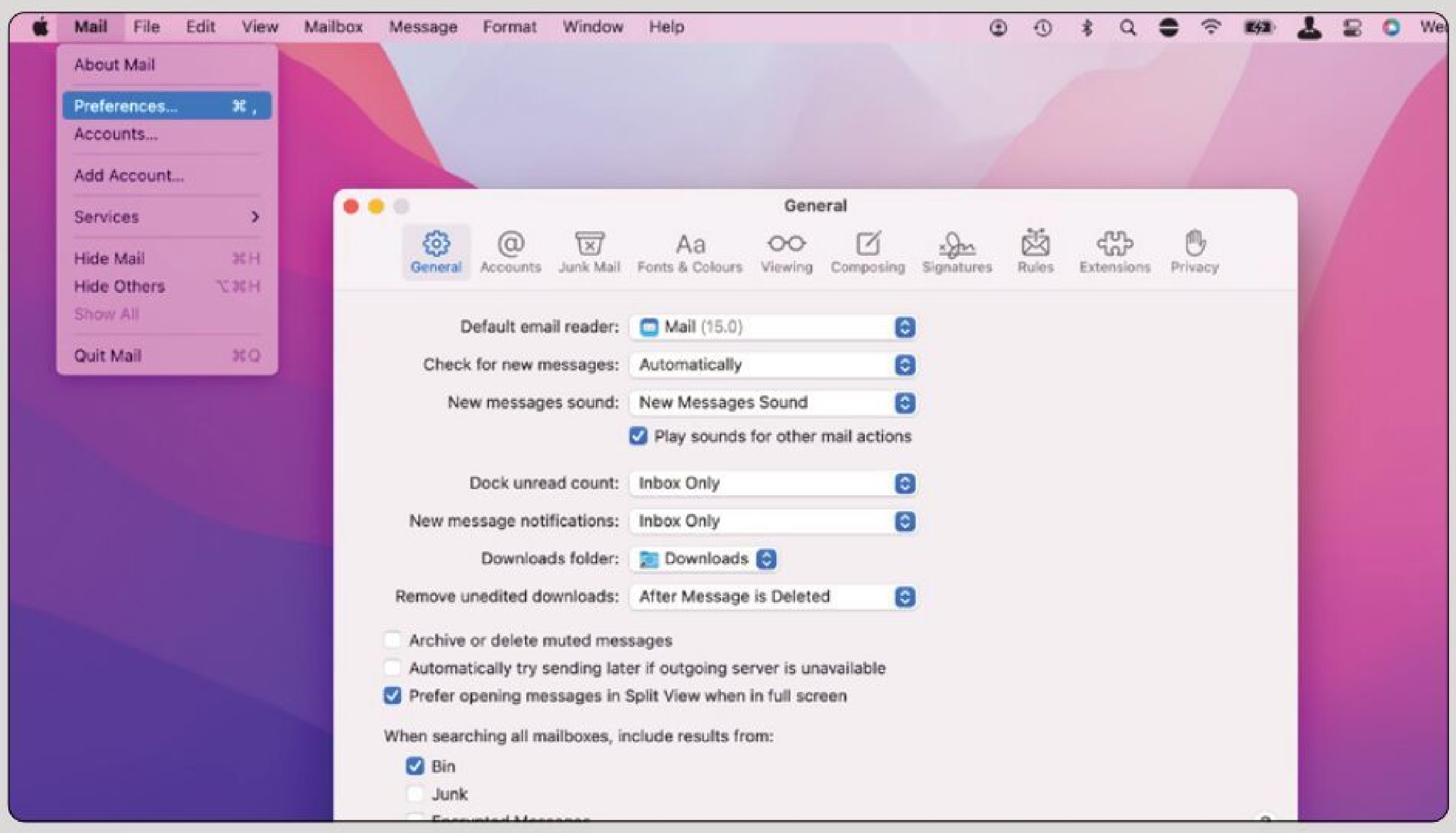
Does anyone have anything to add to this?

Regards,
Ian Osborne

**3** It's always a good idea to put something in the subject line, even if it's just 'Hello!'. Type the body of your message in the large space below. An email can be as long as you like and you can use different fonts, colours and sizes if you really feel the need.

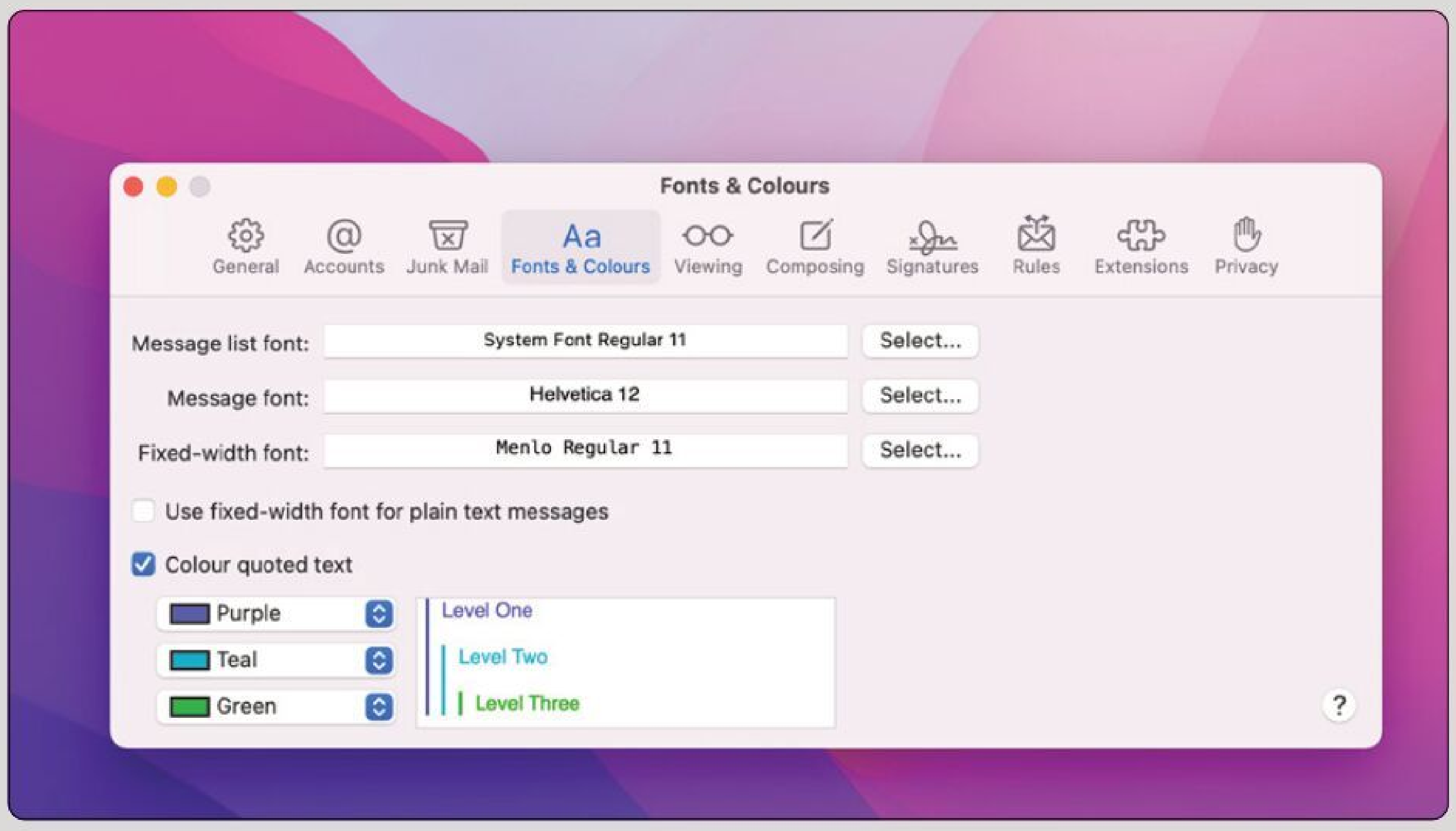
**4** Once you've finished typing your letter, click the Send button in the top left corner of the email panel to send it on its way. Email is usually sent very quickly, and your addressee should receive it within a couple of minutes, as long as there are no issues with their connection or provider.

## Customising Mail.


Mail File Edit View Mailbox Message Format Window Help
About Mail
Preferences... ⌘,
Accounts...
Add Account...
Services
Hide Mail ⌘H
Hide Others ⌥⌘H
Show All
Quit Mail ⌘Q
General
General
Accounts
Junk Mail
Fonts & Colours
Viewing
Composing
Signatures
Rules
Extensions
Privacy

Default email reader: Mail (15.0)
Check for new messages: Automatically
New messages sound: New Messages Sound
☑ Play sounds for other mail actions
Dock unread count: Inbox Only
New message notifications: Inbox Only
Downloads folder: Downloads
Remove unedited downloads: After Message is Deleted
☐ Archive or delete muted messages
☐ Automatically try sending later if outgoing server is unavailable
☑ Prefer opening messages in Split View when in full screen
When searching all mailboxes, include results from:
☑ Bin
☐ Junk

You can customise your Mail app by opening it and, in the Mail pull-down menu, selecting Preferences. Under the General tab, you can set an interval to check for new messages, decide where downloaded attachments go and more.

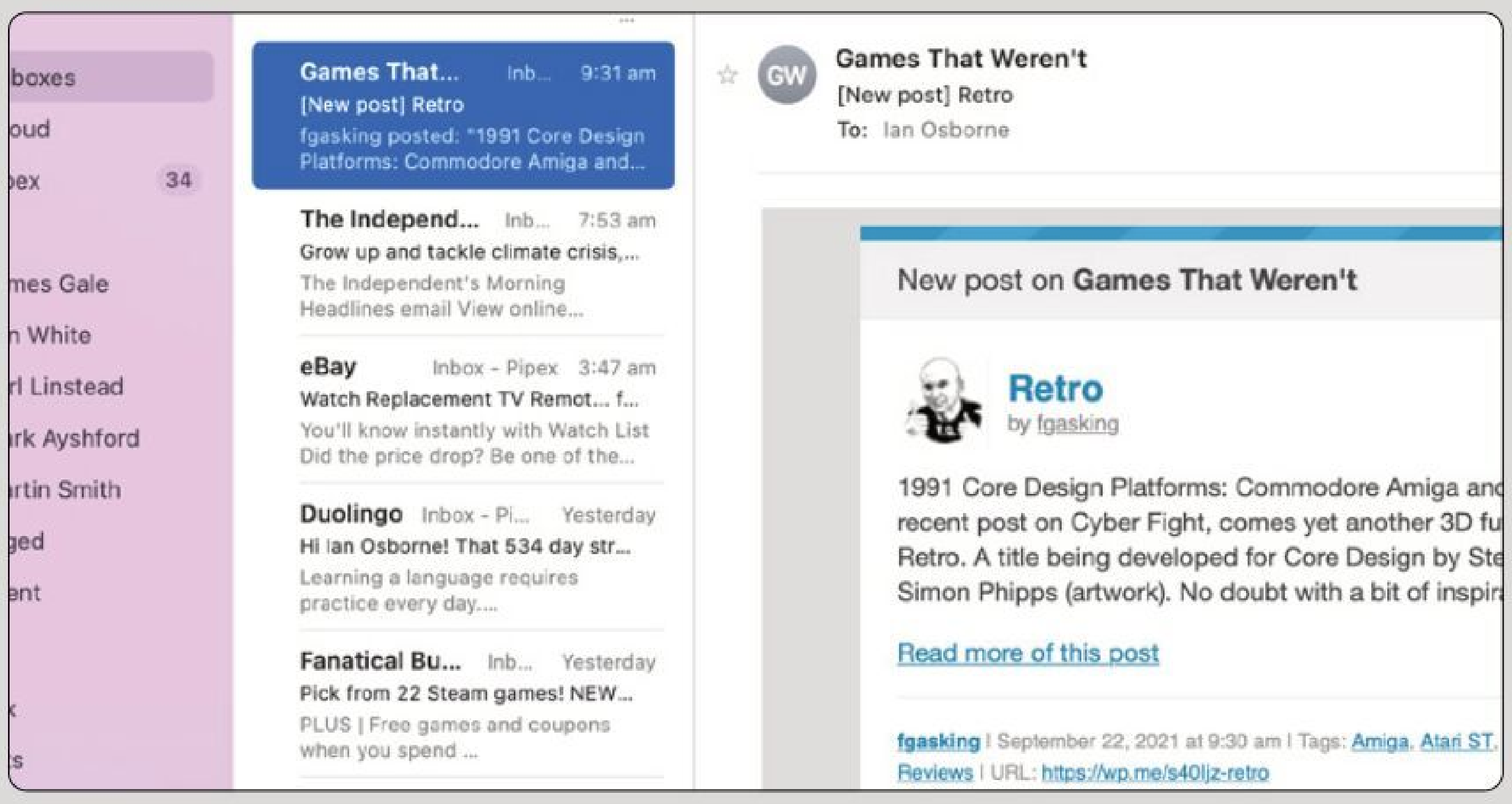

Fonts & Colours
General
Accounts
Junk Mail
Fonts & Colours
Viewing
Composing
Signatures
Rules
Extensions
Privacy
Select...
Level One
Level Two
Level Three
?

Message list font: System Font Regular 11
Message font: Helvetica 12
Fixed-width font: Menlo Regular 11
☐ Use fixed-width font for plain text messages
☑ Colour quoted text
Purple
Teal
Green

The Fonts & Colours tab lets you change the fonts and text size used with incoming emails and change the colours of quoted text. Explore the Mail preferences and set up how you choose, but be careful with the server settings.

## Receiving Email.

When you receive an email in your inbox, this is how you open and read it using the macOS Mail app.



Games That Weren't
[New post] Retro
To: Ian Osborne

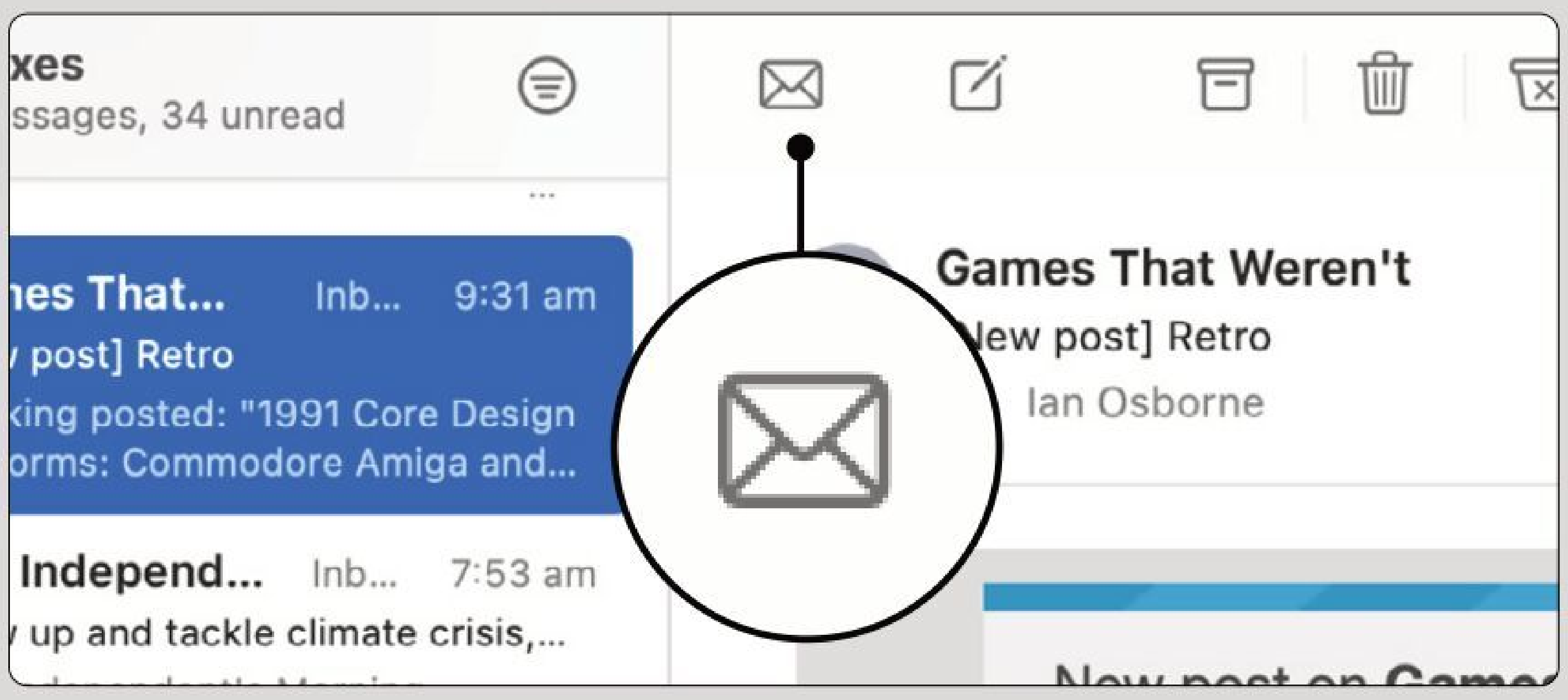
New post on Games That Weren't

Retro
by fgasking

1991 Core Design Platforms: Commodore Amiga and recent post on Cyber Fight, comes yet another 3D fu Retro. A title being developed for Core Design by Ste Simon Phipps (artwork). No doubt with a bit of inspir

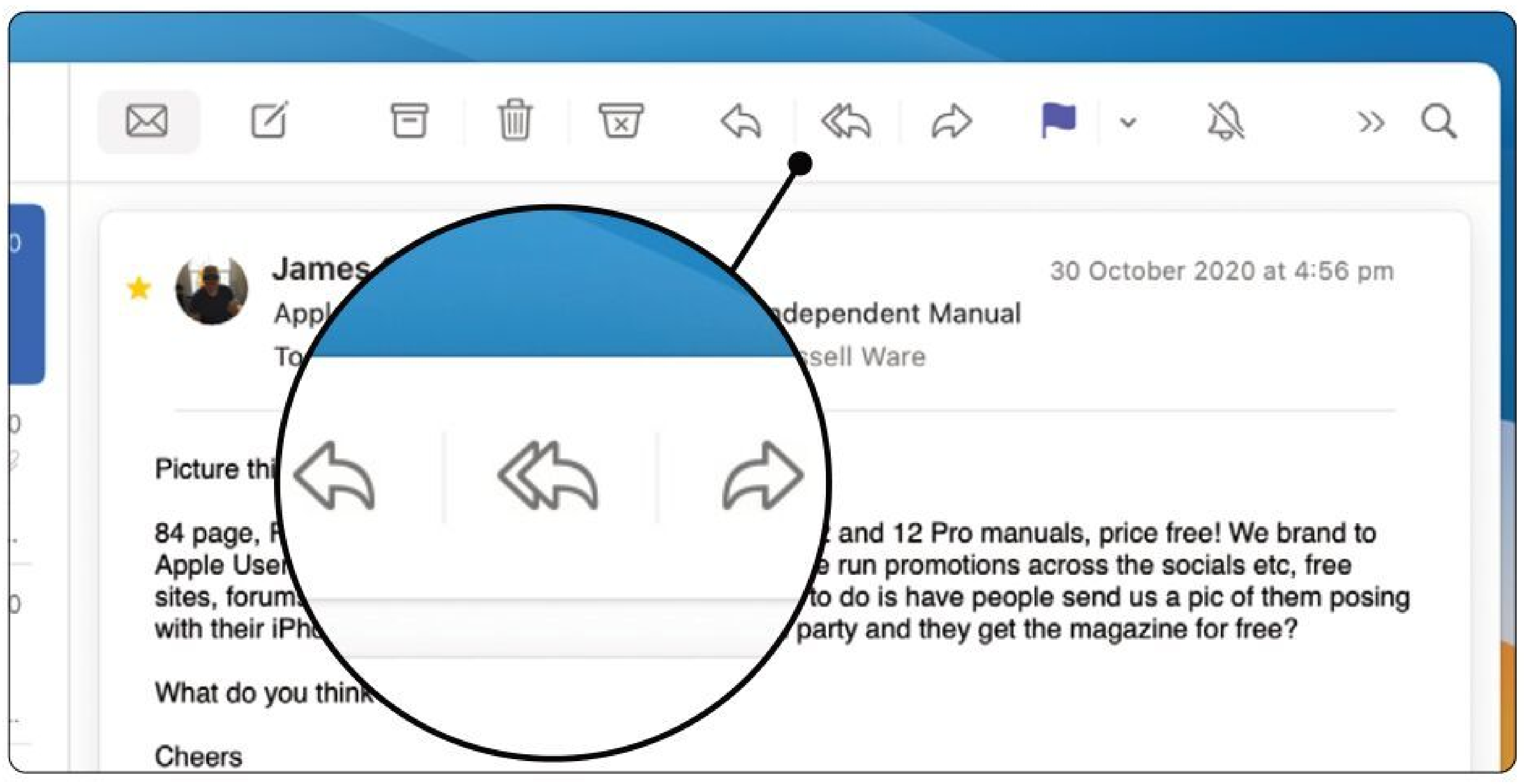
Read more of this post

Once you've set up your email account, you can send and receive email. As soon as you launch Mail, it connects to your email service and collect any email that is waiting for you. These messages are shown as a list in your Inbox. Click on one and it's displayed on the right.



ssages, 34 unread
es That... Inb... 9:31 am
post] Retro
king posted: "1991 Core Design
orms: Commodore Amiga and...
Independ... Inb... 7:53 am
up and tackle climate crisis,...
Games That Weren't
New post] Retro
Ian Osborne

While Mail is running, it periodically checks the server for new messages. You can also prompt Mail to look at the server immediately by clicking the button in the top left of the screen that looks like an envelope.



James
30 October 2020 at 4:56 pm
dependent Manual
Picture thi
What do you think
Cheers

## Replying to & Forwarding Email

If someone you know sends you an email, you'll probably want to reply to them. Simply click on the email so you are viewing the text of it, then at the top of the screen you'll find a row of three buttons, as you can see here.

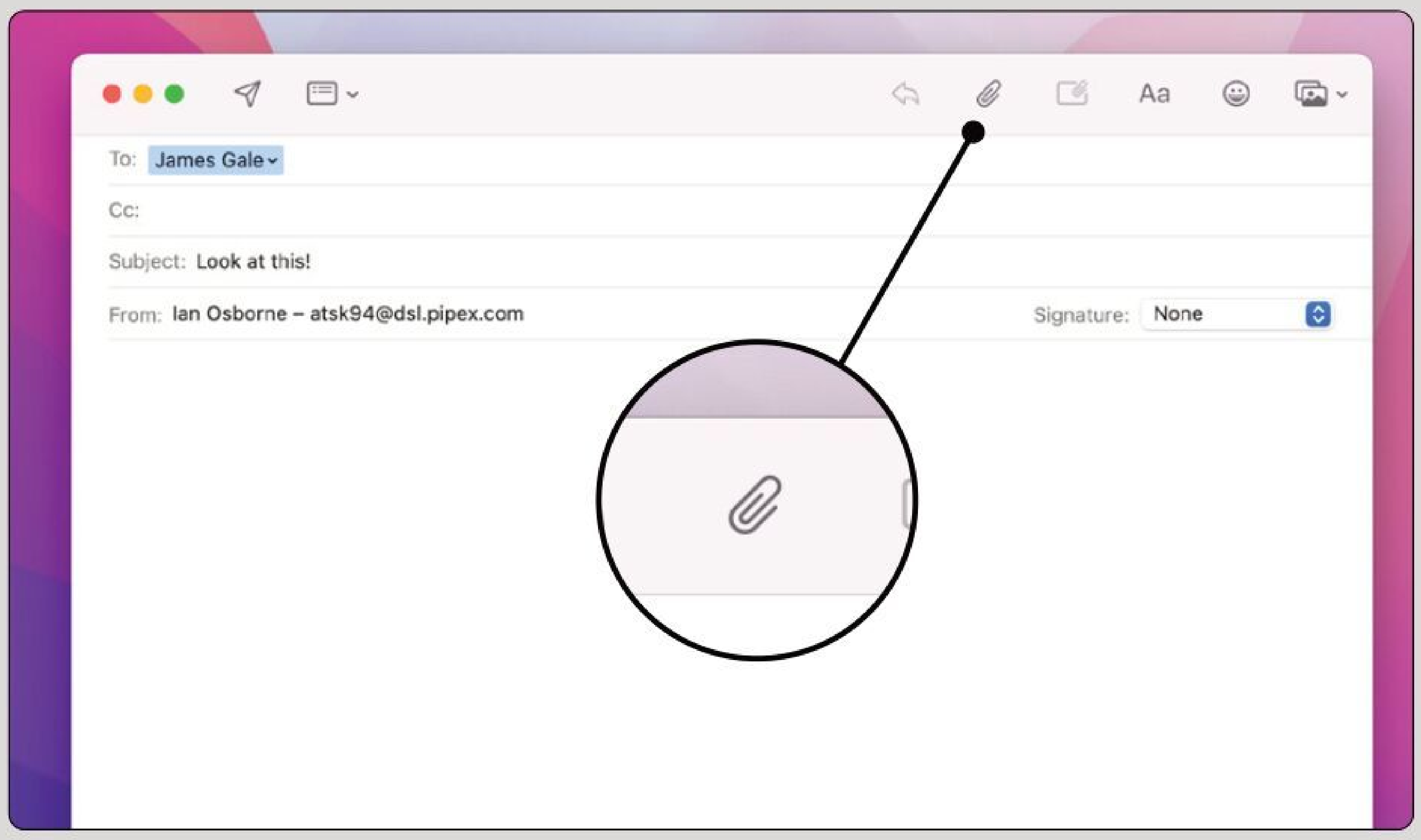
The leftmost one has a single left-pointing arrow on it. This is the Reply button. If you click on this you'll see a window pop up that looks a lot like the window for a new email, but it will have the responder's email address already in the To: box.

Next to the Reply button is a similar button with two left arrows on it. This is the Reply All button; use this with extreme care. If you have been sent an email that has also been sent to a number of other recipients, hitting Reply All will send your reply to everyone who received the original mail. Obviously if your reply was meant to be private this is a very bad idea, and has got many people into trouble.

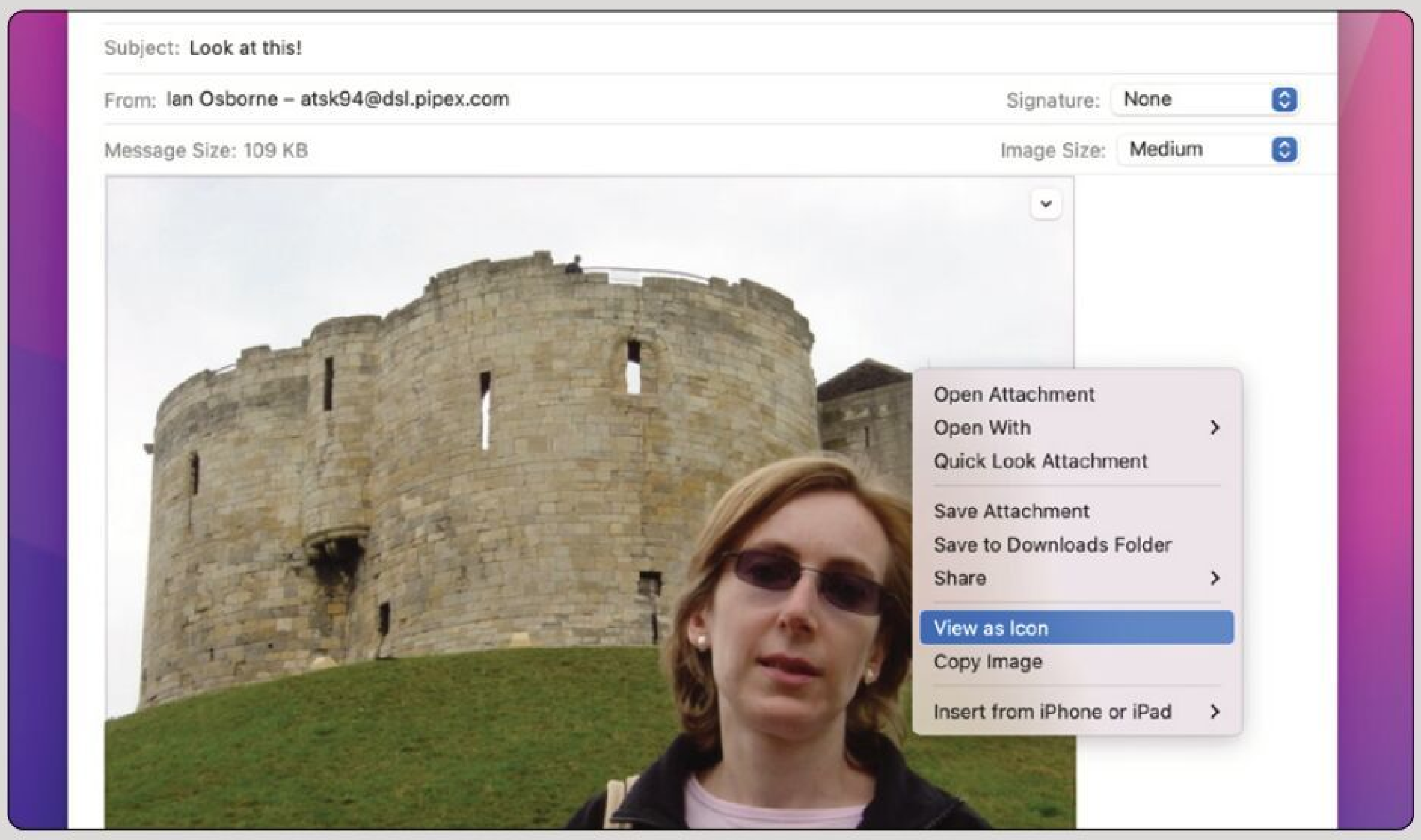
The rightmost button of these three is the Forward button, which is used to send an email you've received to another recipient. Forwarding emails is another thing that requires care; make sure that you don't accidentally send private information to someone who was not meant to receive it.

## Adding Attachments.

Almost any type of file can be attached and sent over the Internet along with your email.



To: James Gale
Cc:
Subject: Look at this!
From: Ian Osborne – atsk94@dsl.pipex.com
Signature: None



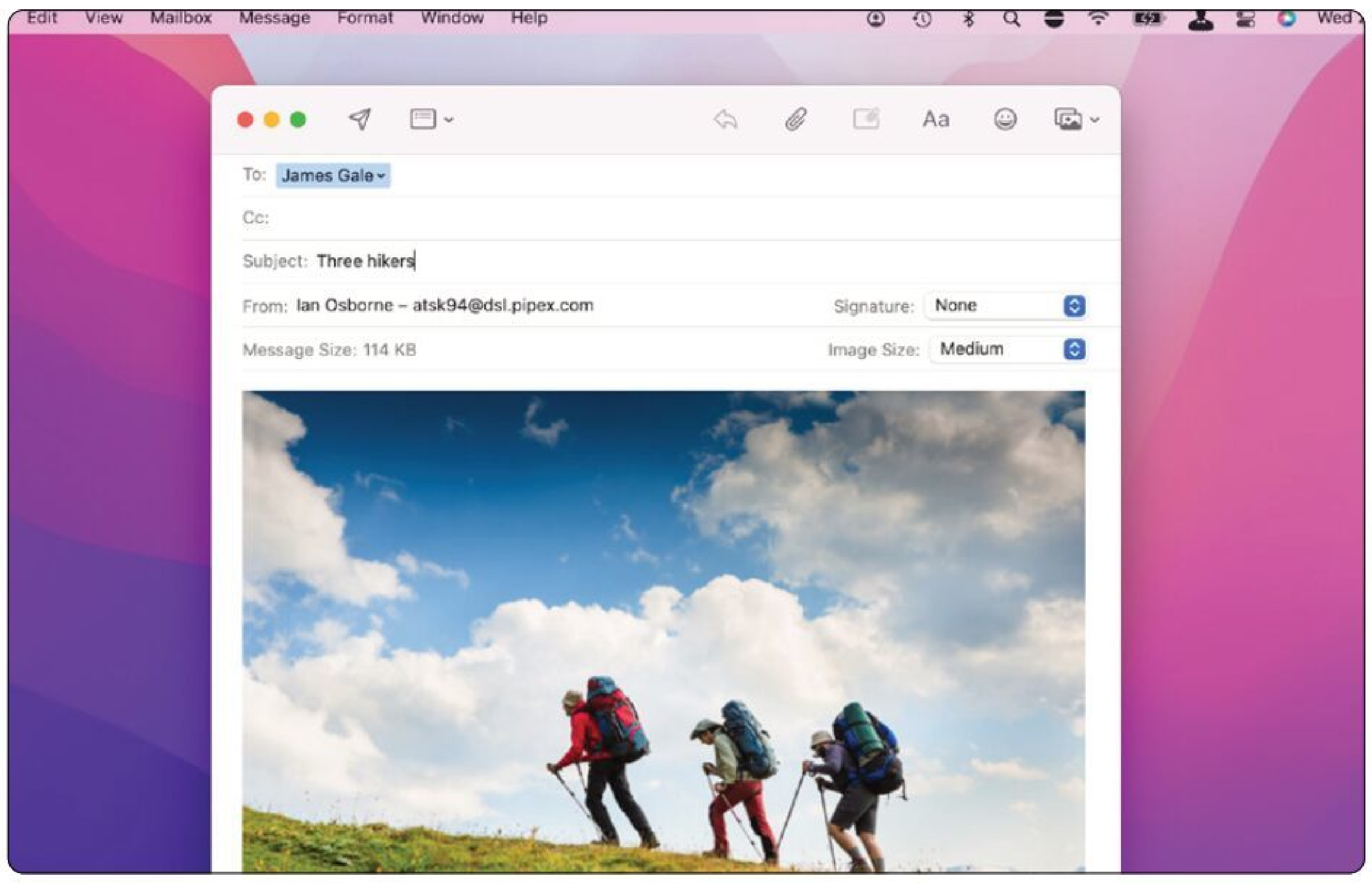
Subject: Look at this!
From: Ian Osborne – atsk94@dsl.pipex.com
Signature: None
Message Size: 109 KB
Image Size: Medium

Open Attachment
Open With
Quick Look Attachment
Save Attachment
Save to Downloads Folder
Share
View as Icon
Copy Image
Insert from iPhone or iPad

To add an attachment, first start an email (or reply to one you received), and then click on the button bearing the picture of a paperclip, at the top right of the email panel. This will open a Finder window, allowing you to navigate to the file or files that you want to send. Select the ones you want, then click Choose File to attach them.

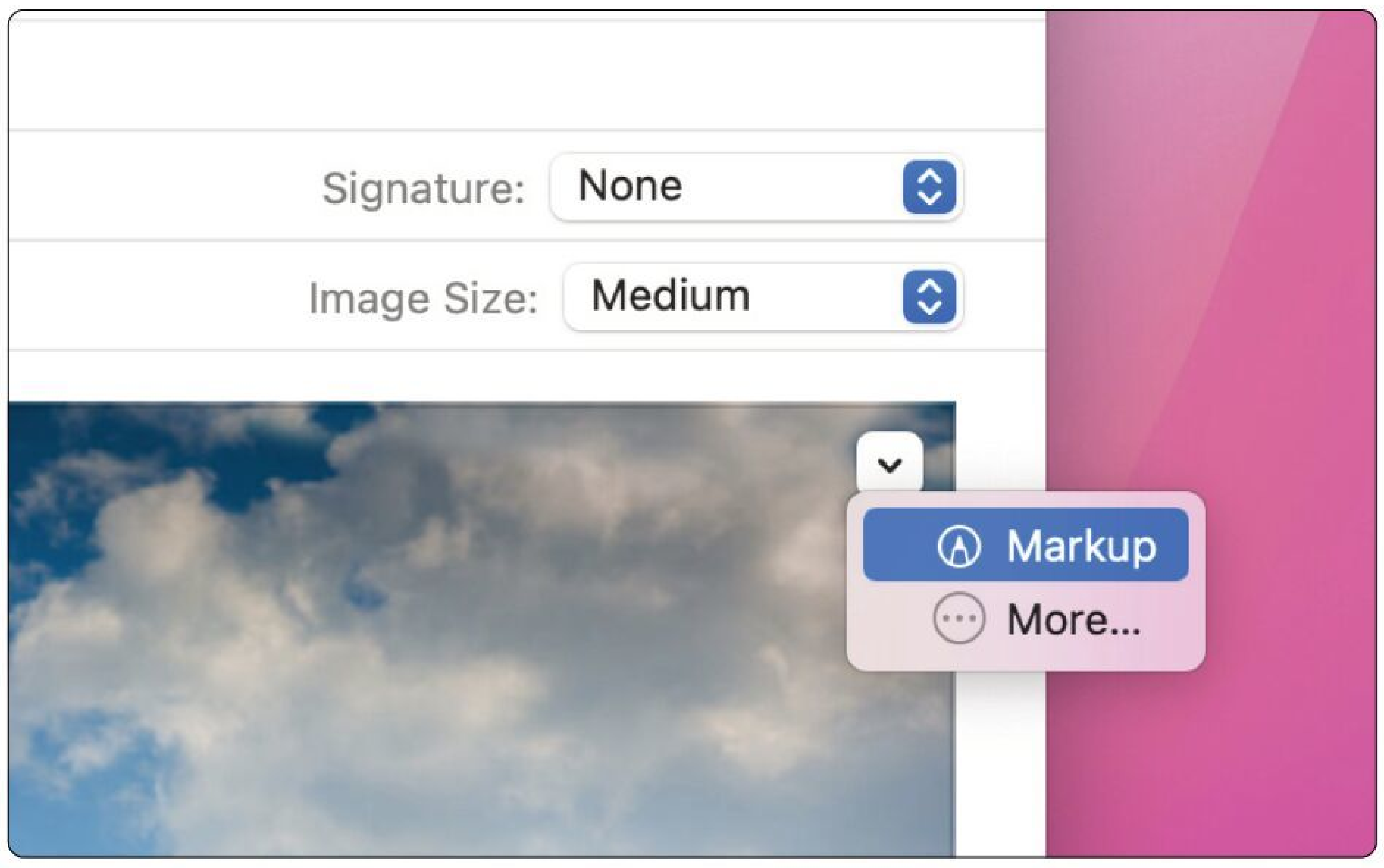
In Mail, pictures you've included as attachments are shown in the body of the email for convenient viewing. This means you can turn your email into a mini-illustrated article if you want; or, if you don't want to display it as an attachment, right-click on it and from the contextual menu, choose View as Icon. It can still be opened by the recipient.

# The Mail Markup Feature


Edit View Mailbox Message Format Window Help

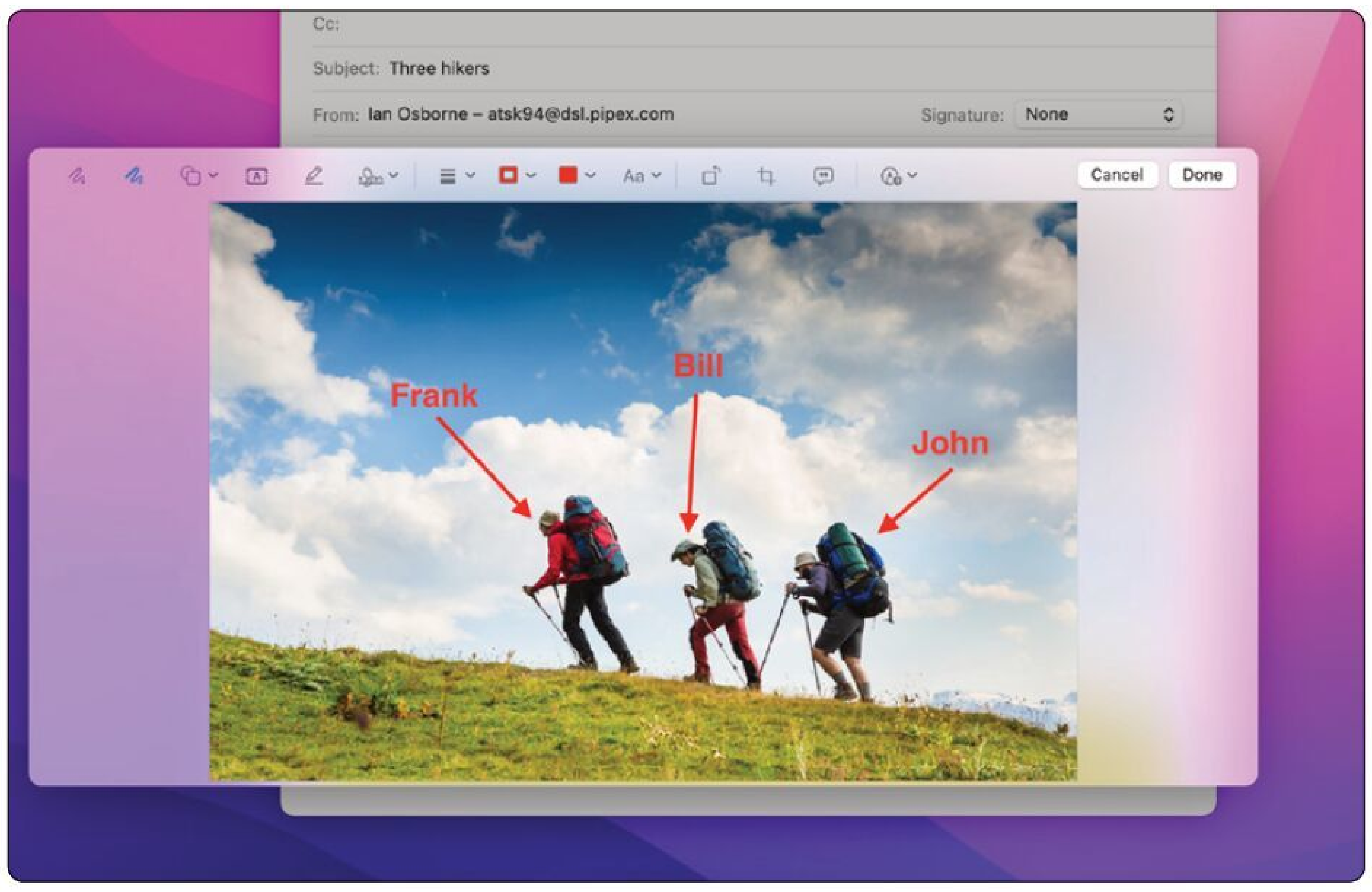
To: James Gale
Cc:
Subject: Three hikers
From: Ian Osborne – atsk94@dsl.pipex.com
Signature: None
Message Size: 114 KB
Image Size: Medium

**1** The Markup feature lets you add notes and scribbles to pictures that are attached to an email before you send it. To begin using the Mail app's Markup feature, start writing an email and attach a photo to it in the usual way.


Markup
More...

Signature: None
Image Size: Medium

**2** Click on the attached image, and then click on the small chevron that appears in the upper right corner of the photograph. Select the Markup option to open the Mail app's Markup feature. You can also use certain third-party apps to edit photos further this way.

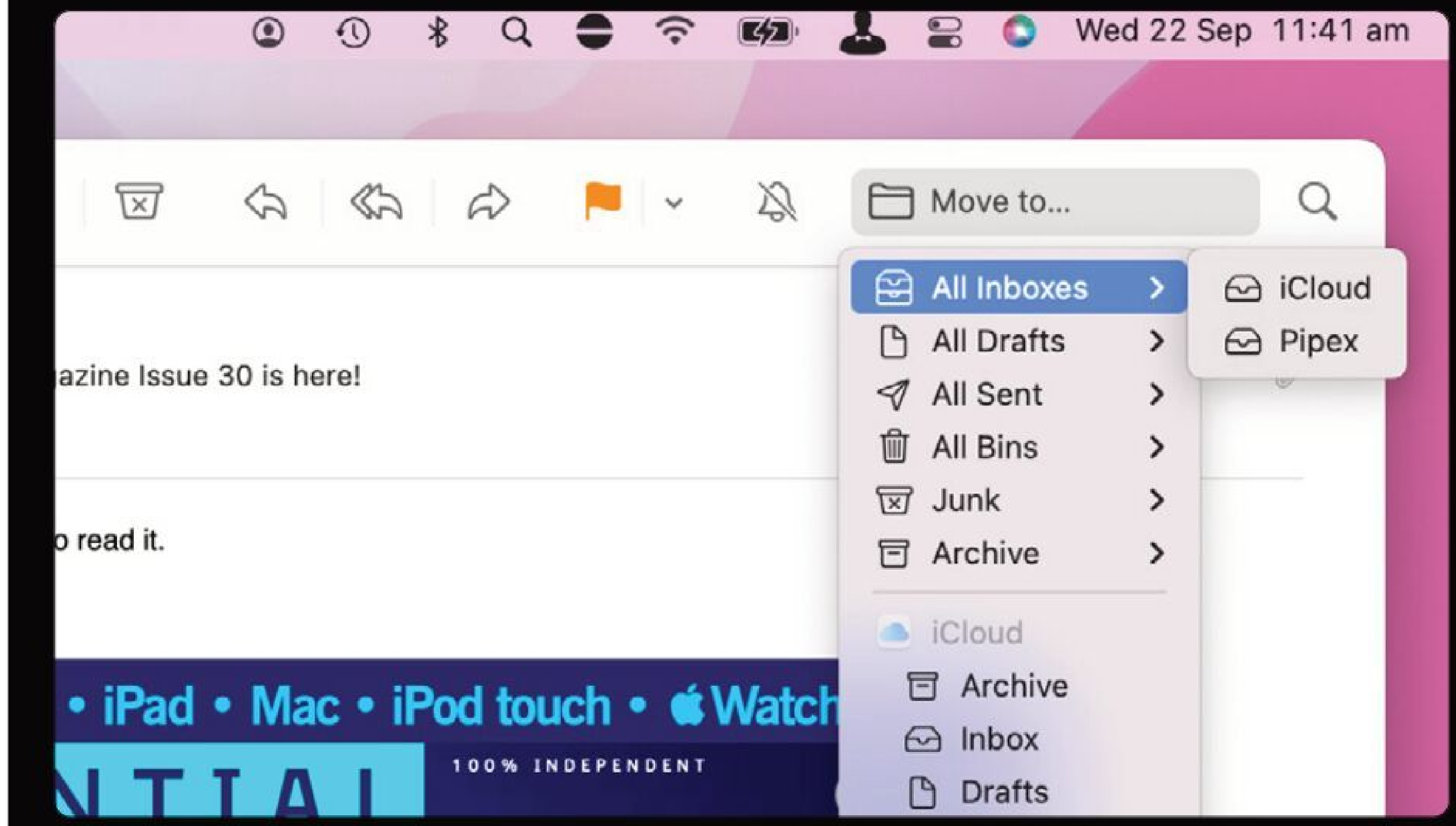

Cancel
Done
Frank
Bill
John

Cc:
Subject: Three hikers
From: Ian Osborne – atsk94@dsl.pipex.com
Signature: None

**3** You can now use the interface that appears to add text, drawings, or a range of shapes and symbols directly onto the photo, in the email environment. When you're finished, click the Done button and either mark up more pictures or send your email as normal.

# Move to...

Highlight or open an email. In the top-right corner there's a pull-down menu marked 'Move to...' in the toolbar. If your Mail window is small, you might have to click on a chevron and select it from a menu. This lets you move it to one of your folders including Trash, Junk, and folders you've set up yourself.

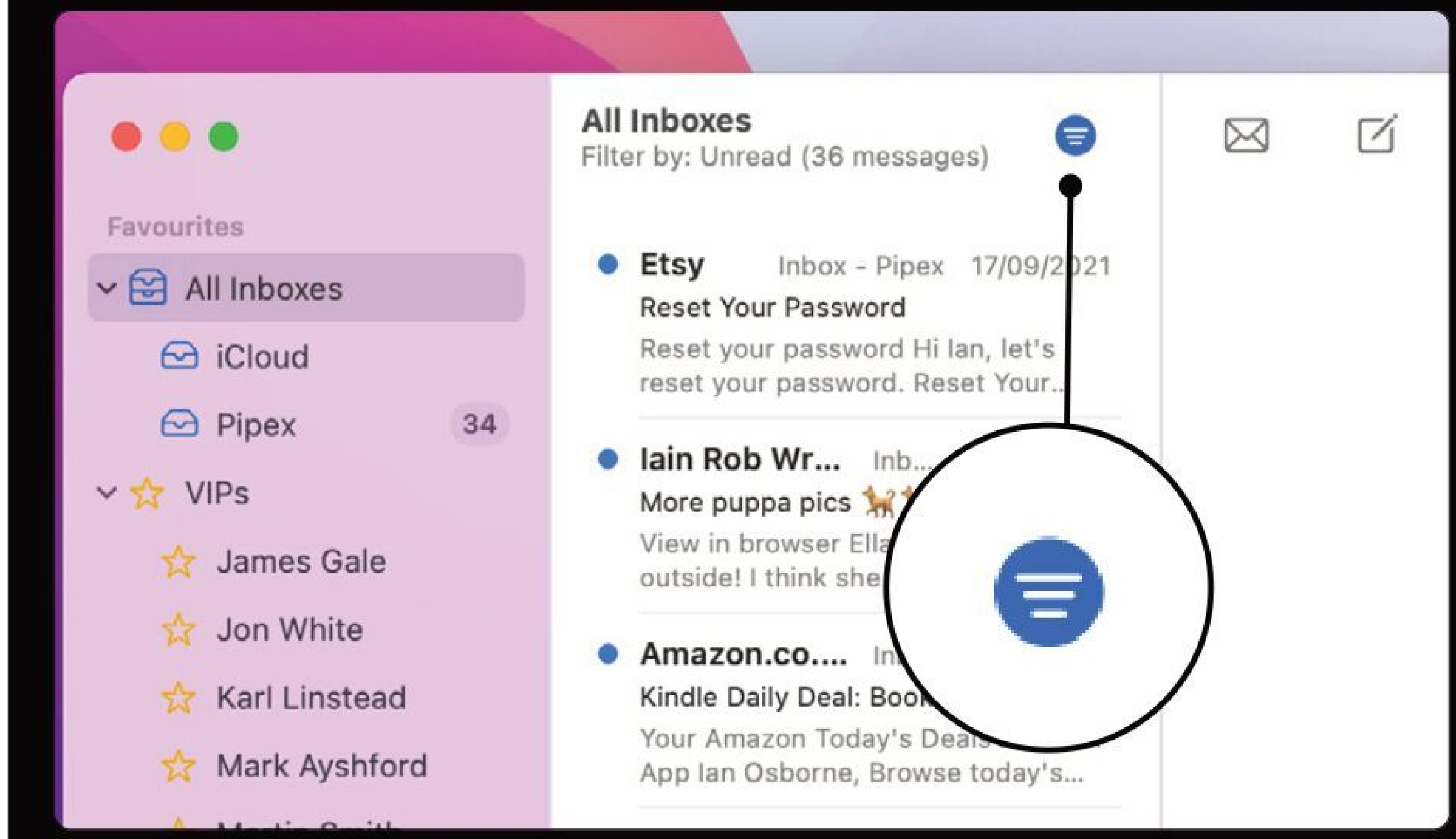

Wed 22 Sep 11:41 am
Move to...
All Inboxes
All Drafts
All Sent
All Bins
Junk
Archive
iCloud
Archive
Inbox
Drafts
iCloud
Pipex
iPad • Mac • iPod touch • Watch
100% INDEPENDENT

azine Issue 30 is here!

o read it.

# Show Only Unread Messages.

You can hide emails you've already read by clicking this icon. Now only unread messages are shown. Click it again to show all your emails once more. It's great for finding emails that you received a while ago but haven't seen yet.


Favourites
All Inboxes
iCloud
Pipex 34
VIPs
James Gale
Jon White
Karl Linstead
Mark Ayshford

All Inboxes
Filter by: Unread (36 messages)

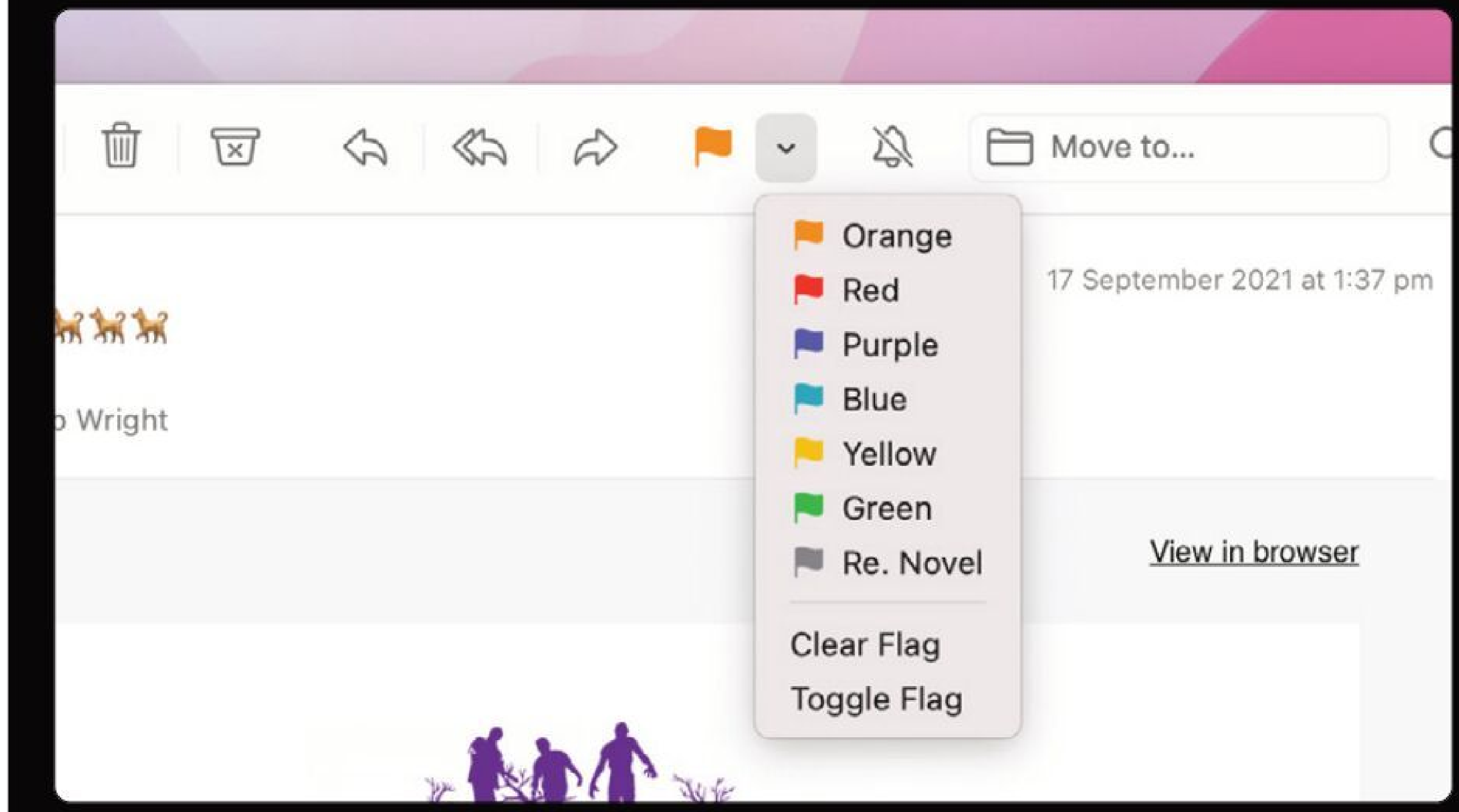
Etsy Inbox - Pipex 17/09/2021
Reset Your Password
Reset your password Hi Ian, let's reset your password. Reset Your...

Iain Rob Wr... Inb...
More puppa pics
View in browser Ella... outside! I think she...

Amazon.co.... In...
Kindle Daily Deal: Boo...
Your Amazon Today's Deals... App Ian Osborne, Browse today's...

# Flagging an Email.

To mark an email with a flag, highlighting it for later reference, click on the Flag pull-down and choose a colour. You can add more than one flag to a single email. To remove them again, choose Clear Flag. The 'Flagged' option in the side bar shows emails you've marked.

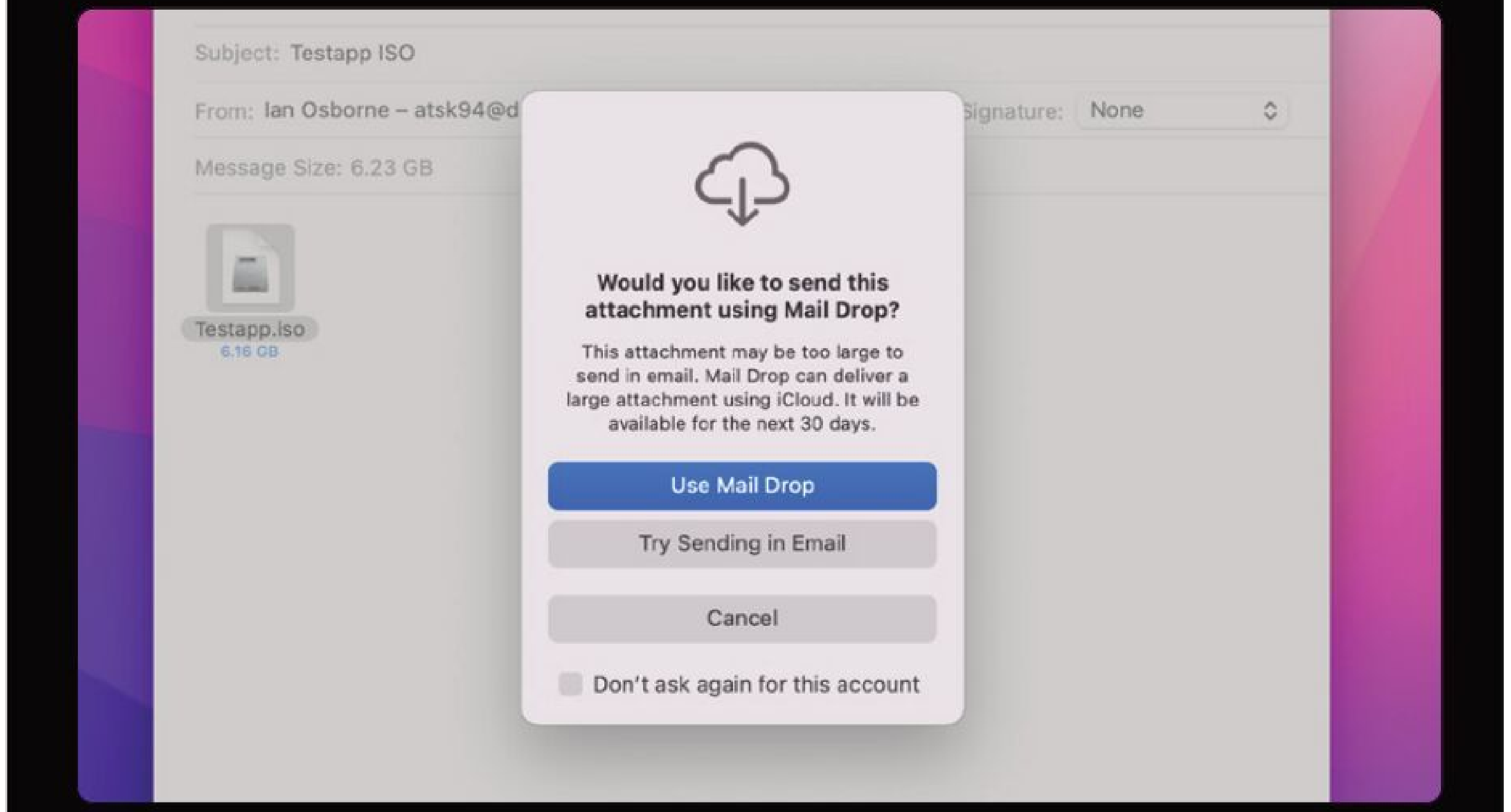

Move to...
Orange
Red
Purple
Blue
Yellow
Green
Re. Novel
Clear Flag
Toggle Flag
View in browser

17 September 2021 at 1:37 pm

Wright

# Mail Drop.

If you need to send large attachments via email, the Mail Drop feature is very useful.



Subject: Testapp ISO

From: Ian Osborne – atsk94@d

Signature: None

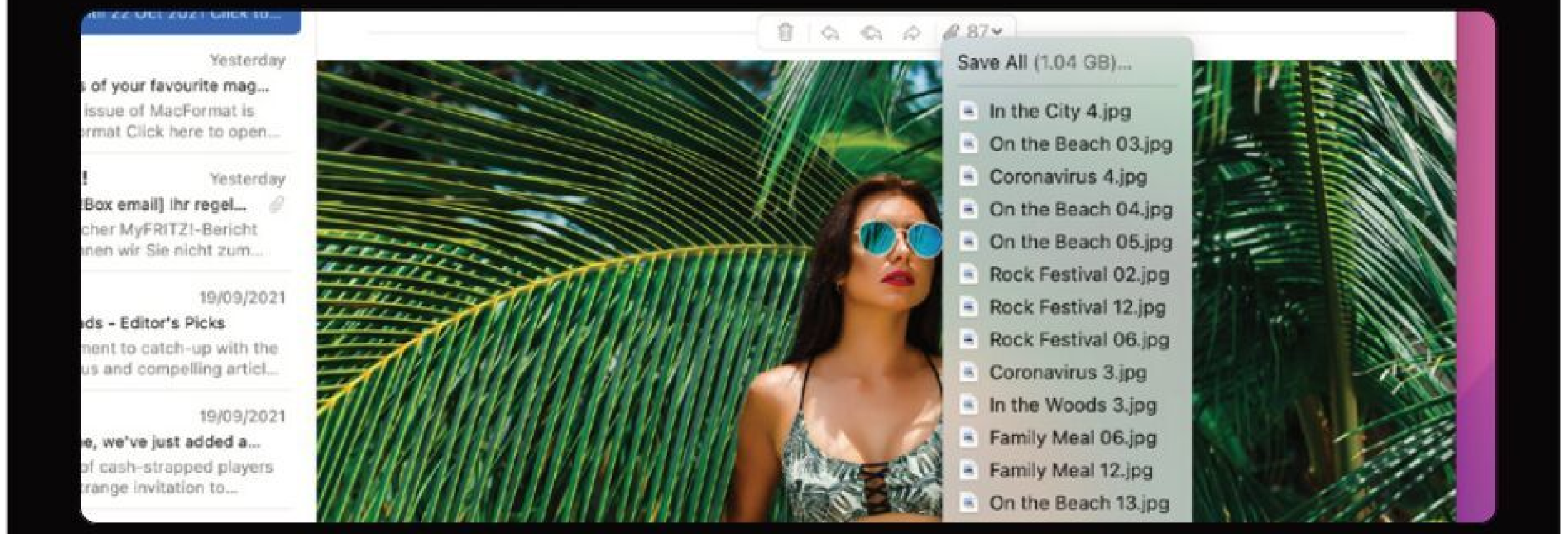
Message Size: 6.23 GB

**Would you like to send this attachment using Mail Drop?**

This attachment may be too large to send in email. Mail Drop can deliver a large attachment using iCloud. It will be available for the next 30 days.

Testapp.iso
6.16 GB
Use Mail Drop
Try Sending in Email
Cancel
☐ Don't ask again for this account

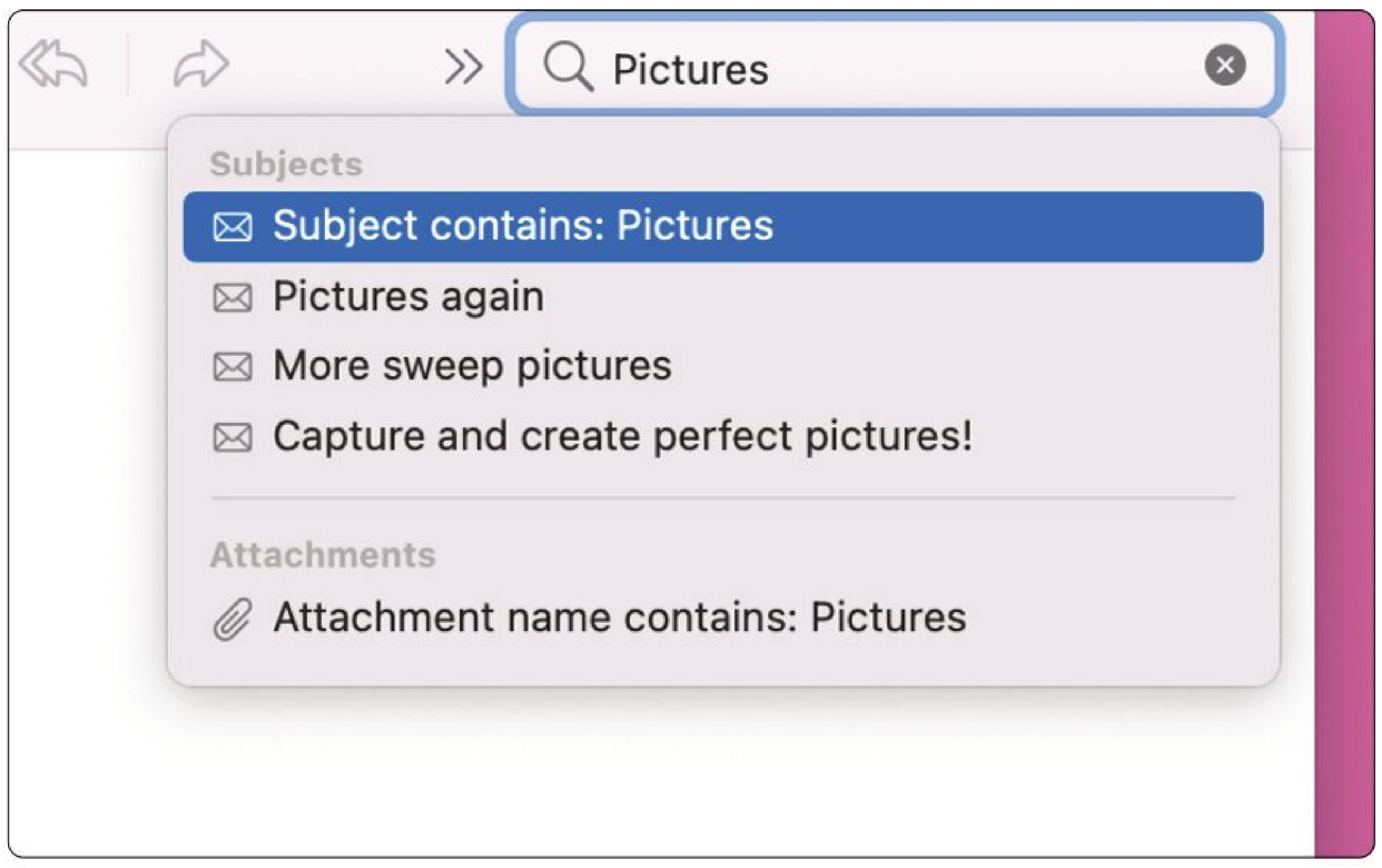
If an attachment you wish to email is too large for a regular email, it's stored on Apple's server and offered as a download instead. Depending on whether the recipient is using Mail, the attachment could appear as a download link or as thumbnails.



Save All (1.04 GB)...
In the City 4.jpg
On the Beach 03.jpg
Coronavirus 4.jpg
On the Beach 04.jpg
On the Beach 05.jpg
Rock Festival 02.jpg
Rock Festival 12.jpg
Rock Festival 06.jpg
Coronavirus 3.jpg
In the Woods 3.jpg
Family Meal 06.jpg
Family Meal 12.jpg
On the Beach 13.jpg

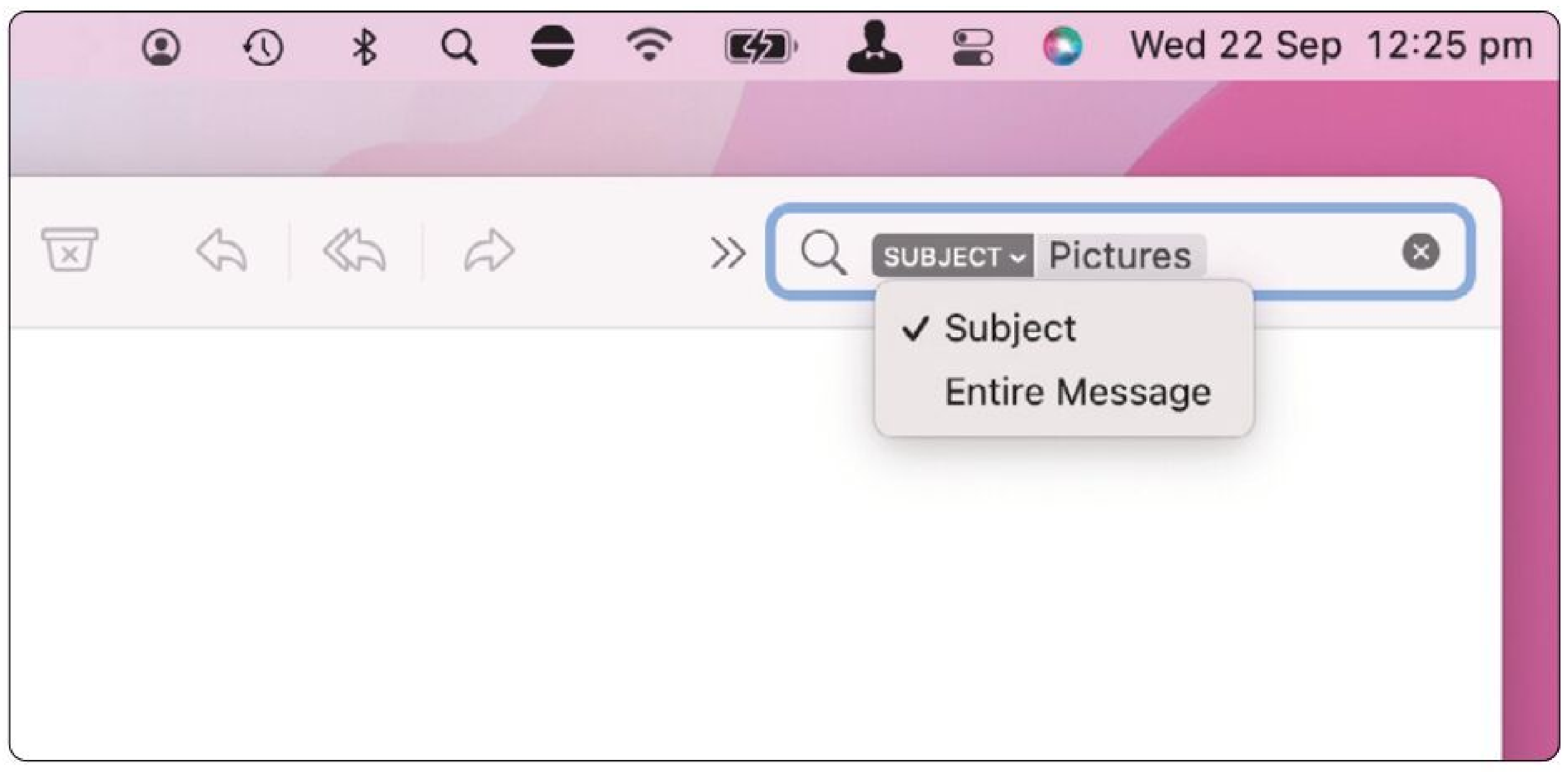
Here, we received huge photos, which are displayed as thumbnails. You can download them all by hovering over the email and clicking on the paperclip as shown. They're kept on Apple's server for a month from the date they were sent.

# Searching Your Emails



Pictures
Subjects
Subject contains: Pictures
Pictures again
More sweep pictures
Capture and create perfect pictures!
Attachments
Attachment name contains: Pictures

**1** Click the magnifying glass icon and type your search term into the search field. Suggestions are offered for items such as people, subjects and attachments; emails that meet your search requirements are shown in the email list.

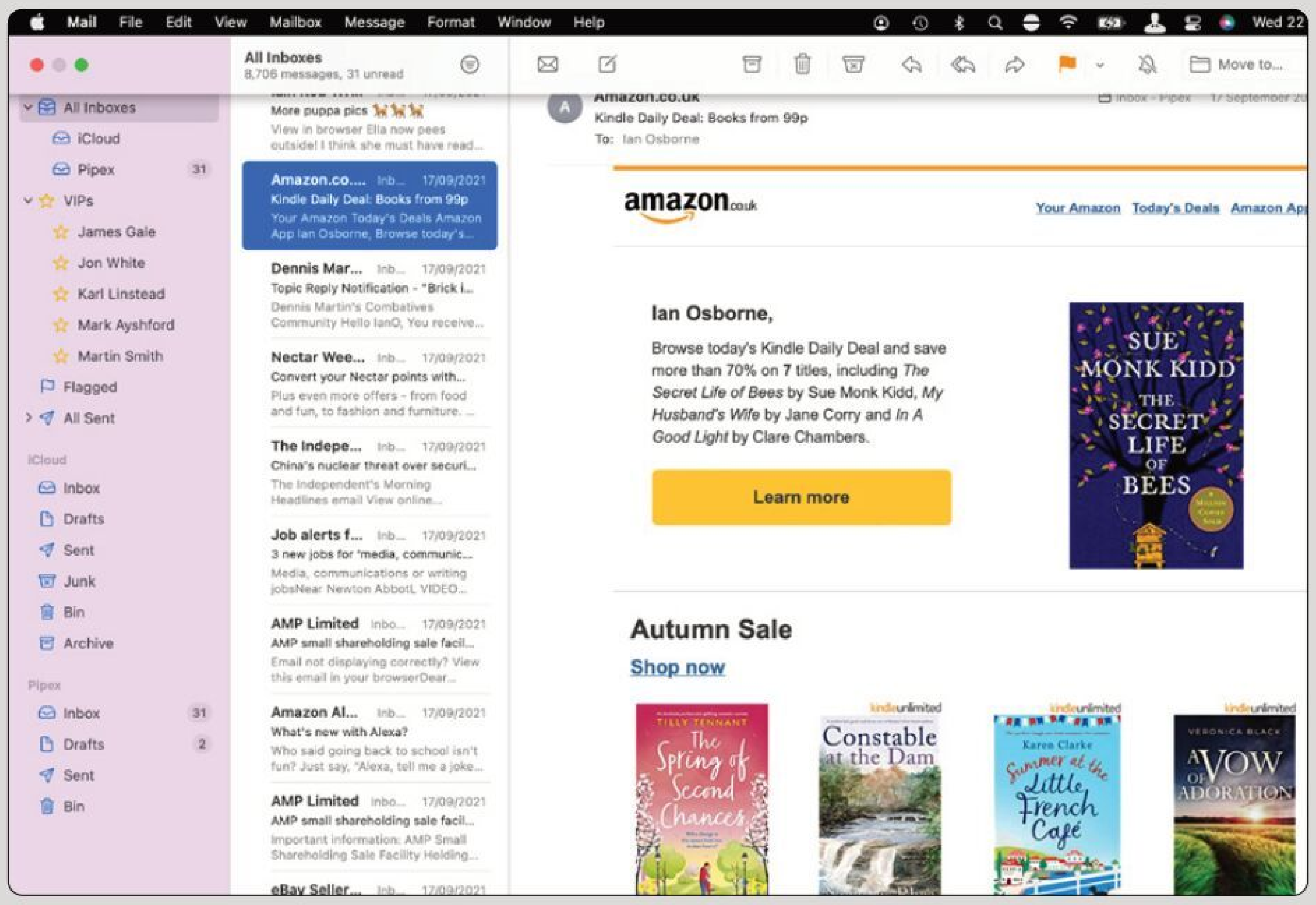


Wed 22 Sep 12:25 pm
SUBJECT
Pictures
✓ Subject
Entire Message

**2** After clicking on one of the suggested items, you can adjust your search by clicking the first word in the field and choosing a new option, as shown here, or even adding a second search term for more advanced searches.

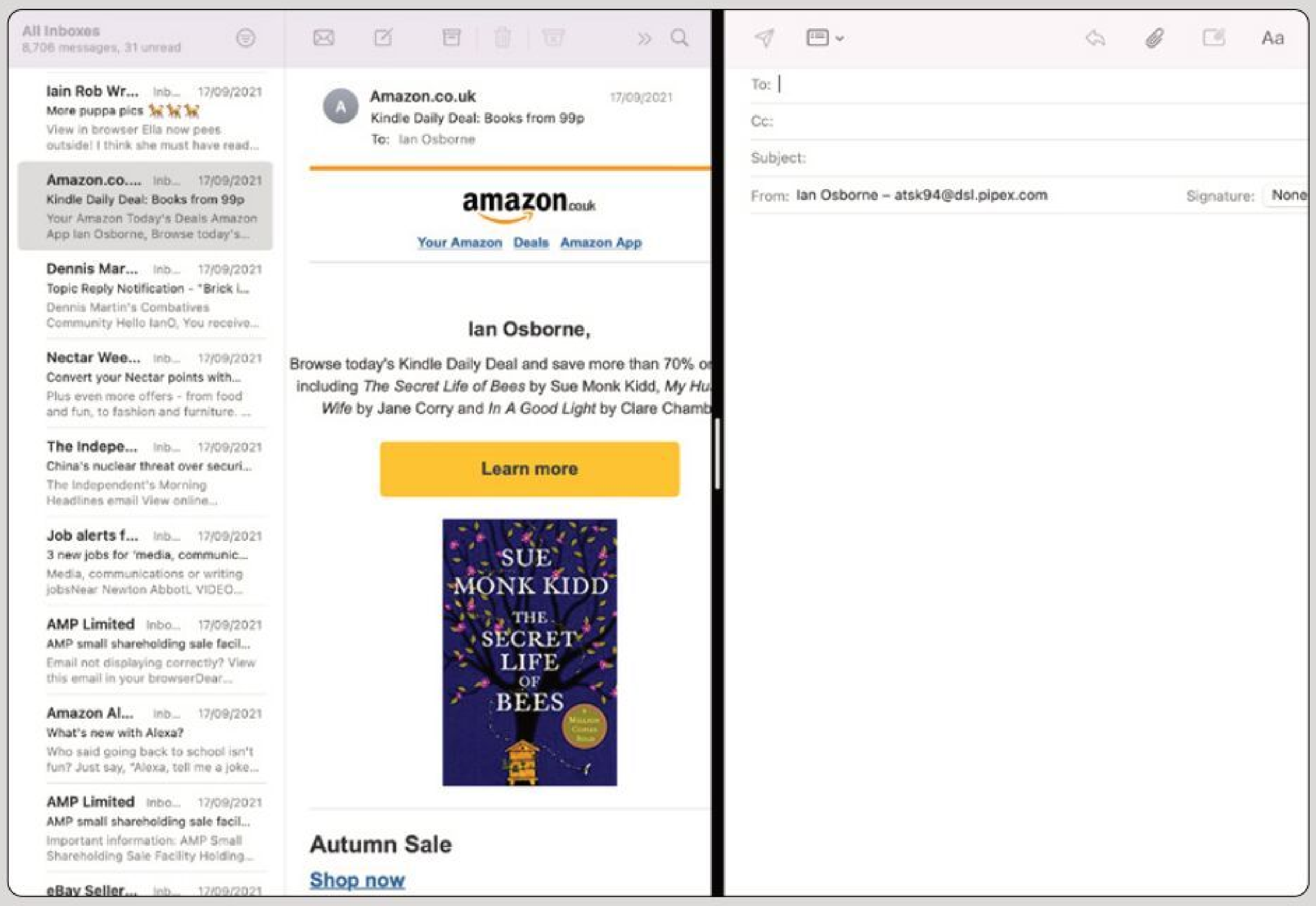
# Mail in Full Screen Mode.

The Mail app's full-screen mode works in a different way to other apps. Here's a guide on how to use this useful feature.



Mail
File
Edit
View
Mailbox
Message
Format
Window
Help
All Inboxes
iCloud
Pipex
VIPs
Flagged
All Sent
Inbox
Drafts
Sent
Junk
Bin
Archive
amazon.co.uk
Ian Osborne,
Learn more
Autumn Sale
Shop now

Writing or replying to an email when the Mail app is in full screen mode involves working in a split screen view. Click on the green gumdrop in the top left corner of the Mail app window to take the app into full screen mode.

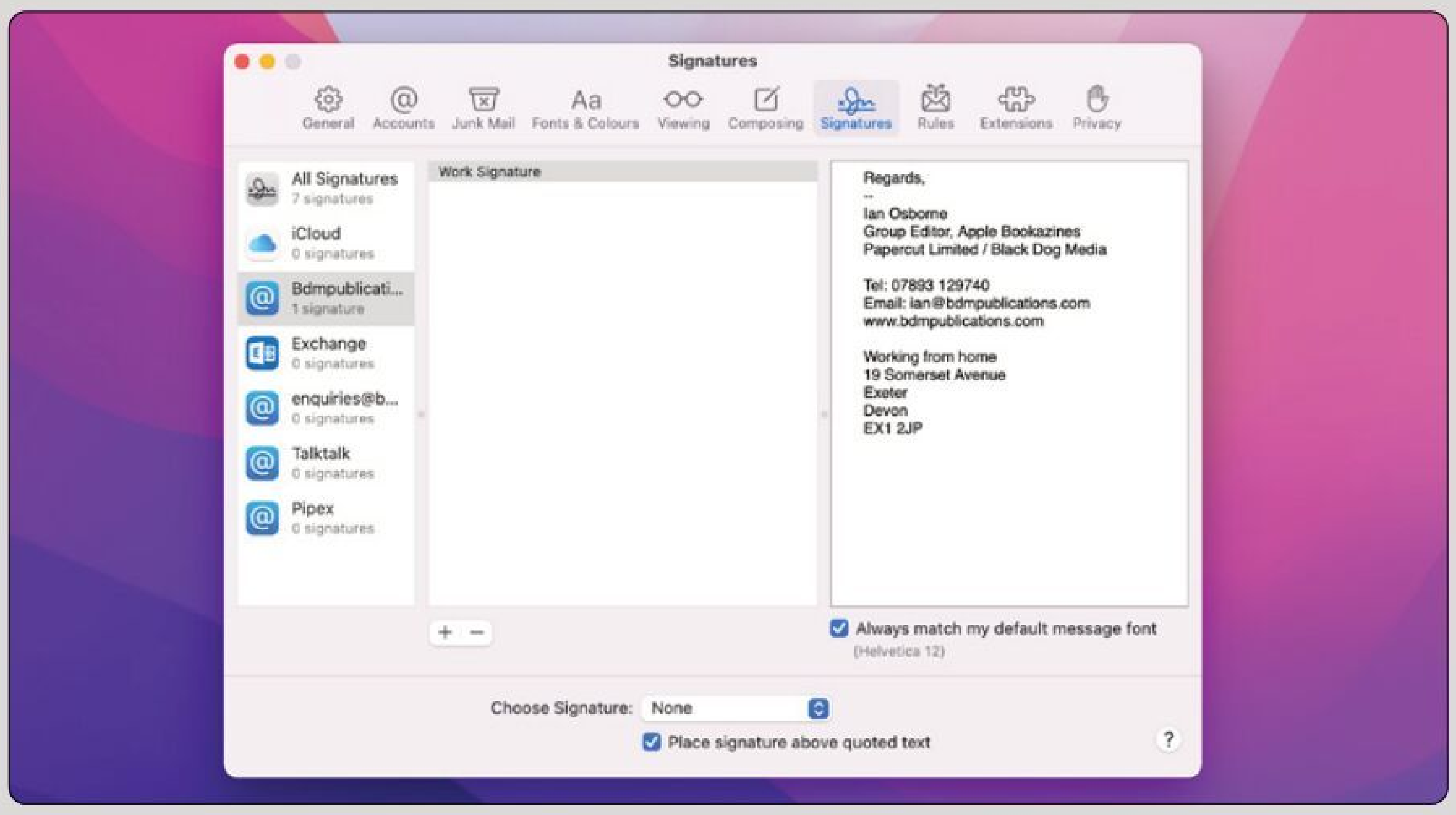


All Inboxes
To:
Cc:
Subject:
From: Ian Osborne – atsk94@dsl.pipex.com
Signature: None
amazon.co.uk
Ian Osborne,
Learn more
Autumn Sale
Shop now

Start a new email or reply to one. The screen is split, with your outgoing email shown on the right. Drag the dividing line left or right to resize the windows. The email's gumdrops are shown by dragging your pointer to the top of the screen.

# Using Mail Signatures.

You can add a signature to your emails, that is, a short piece of text that's at the foot of every email you send.


Signatures
General
Accounts
Junk Mail
Fonts & Colours
Viewing
Composing
Signatures
Rules
Extensions
Privacy
All Signatures
7 signatures
iCloud
0 signatures
Bdmpublicati...
1 signature
Exchange
0 signatures
enquiries@b...
0 signatures
Talktalk
0 signatures
Pipex
0 signatures
Work Signature
+ −
?

Regards,
--
Ian Osborne
Group Editor, Apple Bookazines
Papercut Limited / Black Dog Media

Tel: 07893 129740
Email: ian@bdmpublications.com
www.bdmpublications.com

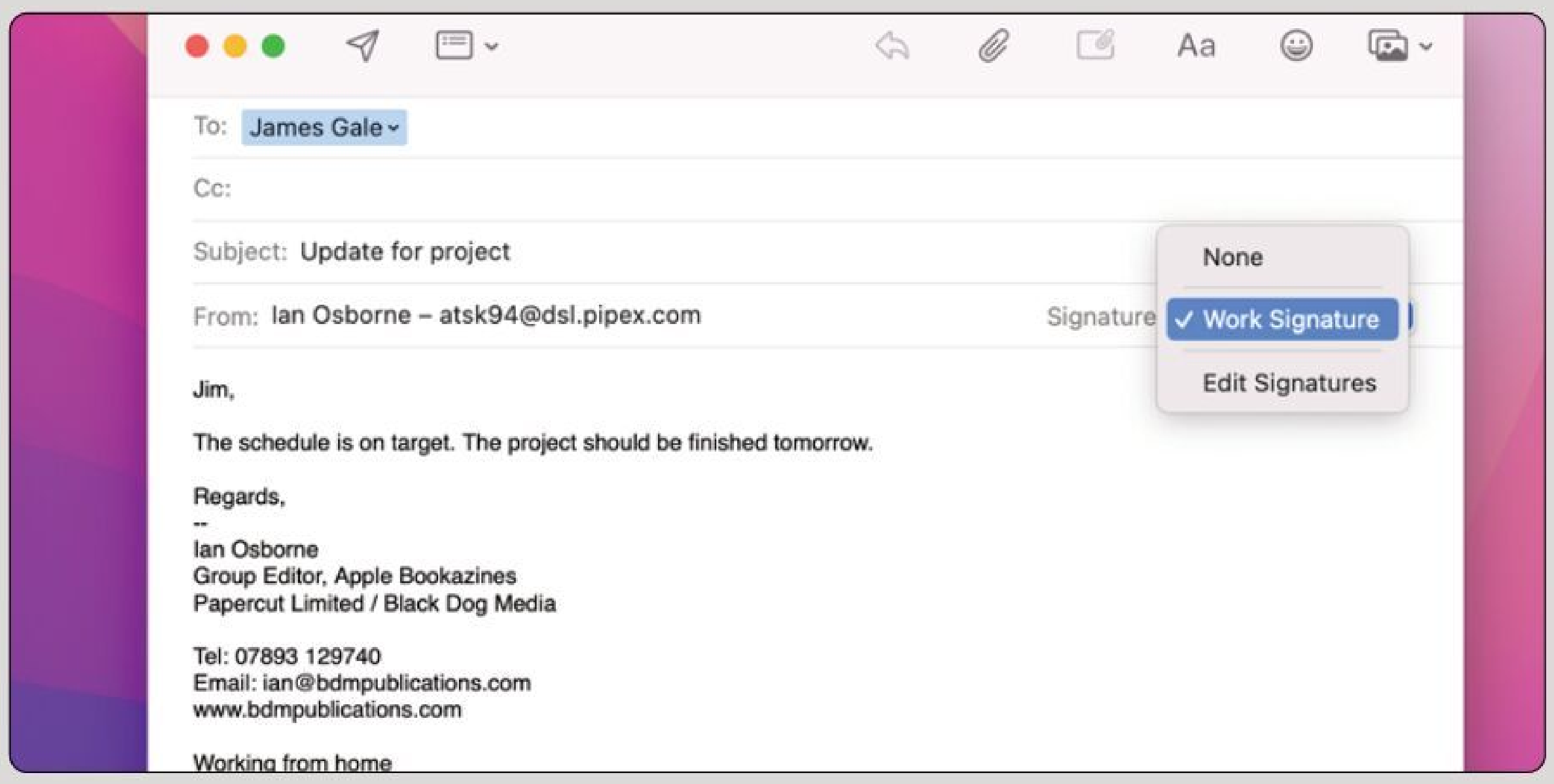
Working from home
19 Somerset Avenue
Exeter
Devon
EX1 2JP

☑ Always match my default message font (Helvetica 12)

Choose Signature: None

☑ Place signature above quoted text

A signature is a piece of text that you can add to the foot of your email automatically. To set one or more up, open Mail Preferences (from the Mail menu), click on Signatures in the top bar and then on the account to which you wish to add a signature in the accounts on the left. Click on the '+' button under the middle column to add a signature.


Aa
None
✓ Work Signature
Edit Signatures

To: James Gale

Cc:

Subject: Update for project

From: Ian Osborne – atsk94@dsl.pipex.com

Signature: Work Signature

Jim,

The schedule is on target. The project should be finished tomorrow.

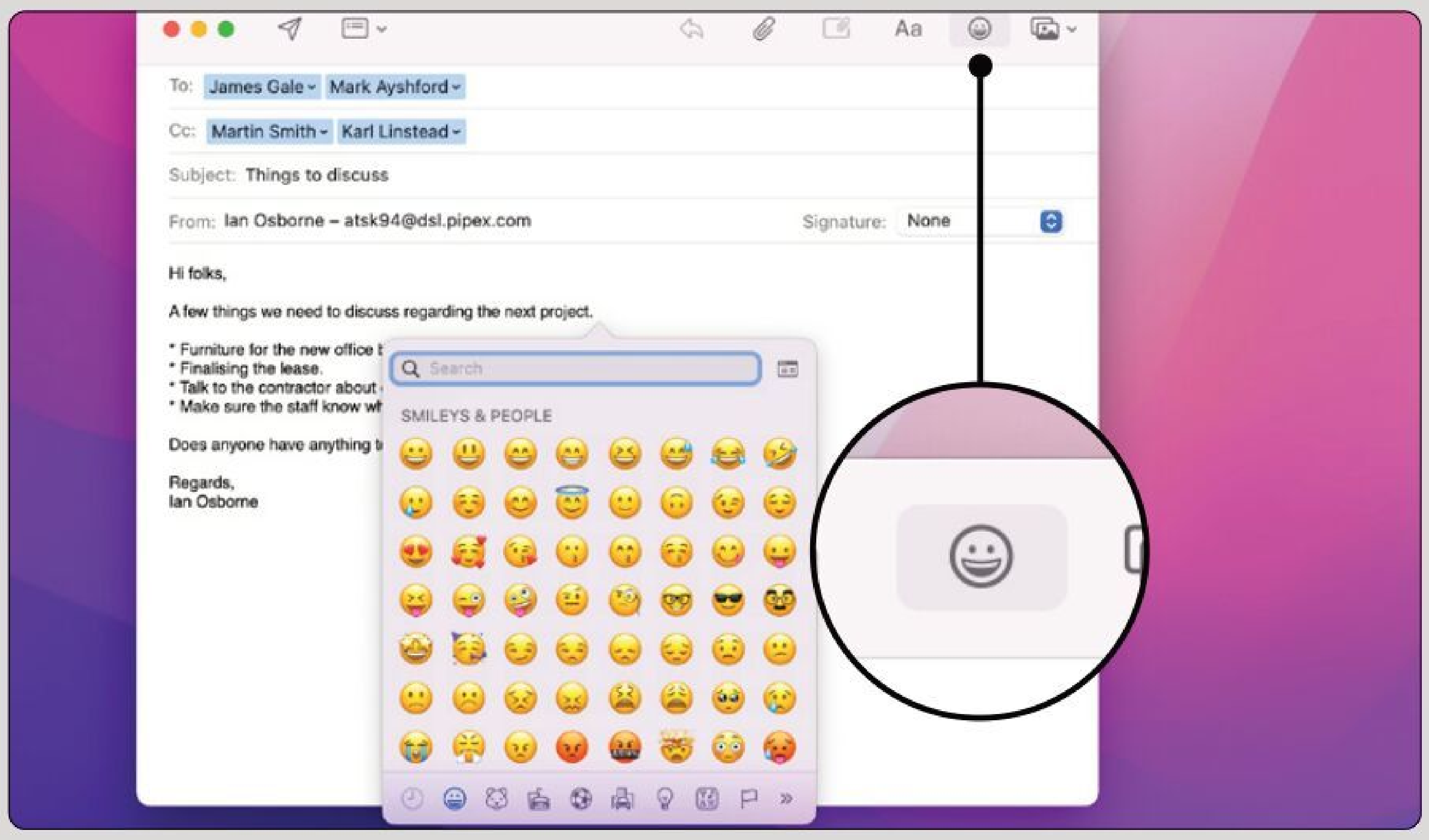
Regards,
--
Ian Osborne
Group Editor, Apple Bookazines
Papercut Limited / Black Dog Media

Tel: 07893 129740
Email: ian@bdmpublications.com
www.bdmpublications.com

Working from home

You can click on the name of it in the middle column and change it to anything you like, and write your chosen signature in the right-hand column. It can be anything you want. Now, when writing, forwarding, or replying to an email, you can add or remove your signature using the pull-down menu to the right of the From field.

# Accessing Emojis.


Aa
Search
SMILEYS & PEOPLE

To: James Gale Mark Ayshford

Cc: Martin Smith Karl Linstead

Subject: Things to discuss

From: Ian Osborne – atsk94@dsl.pipex.com

Signature: None

Hi folks,

A few things we need to discuss regarding the next project.

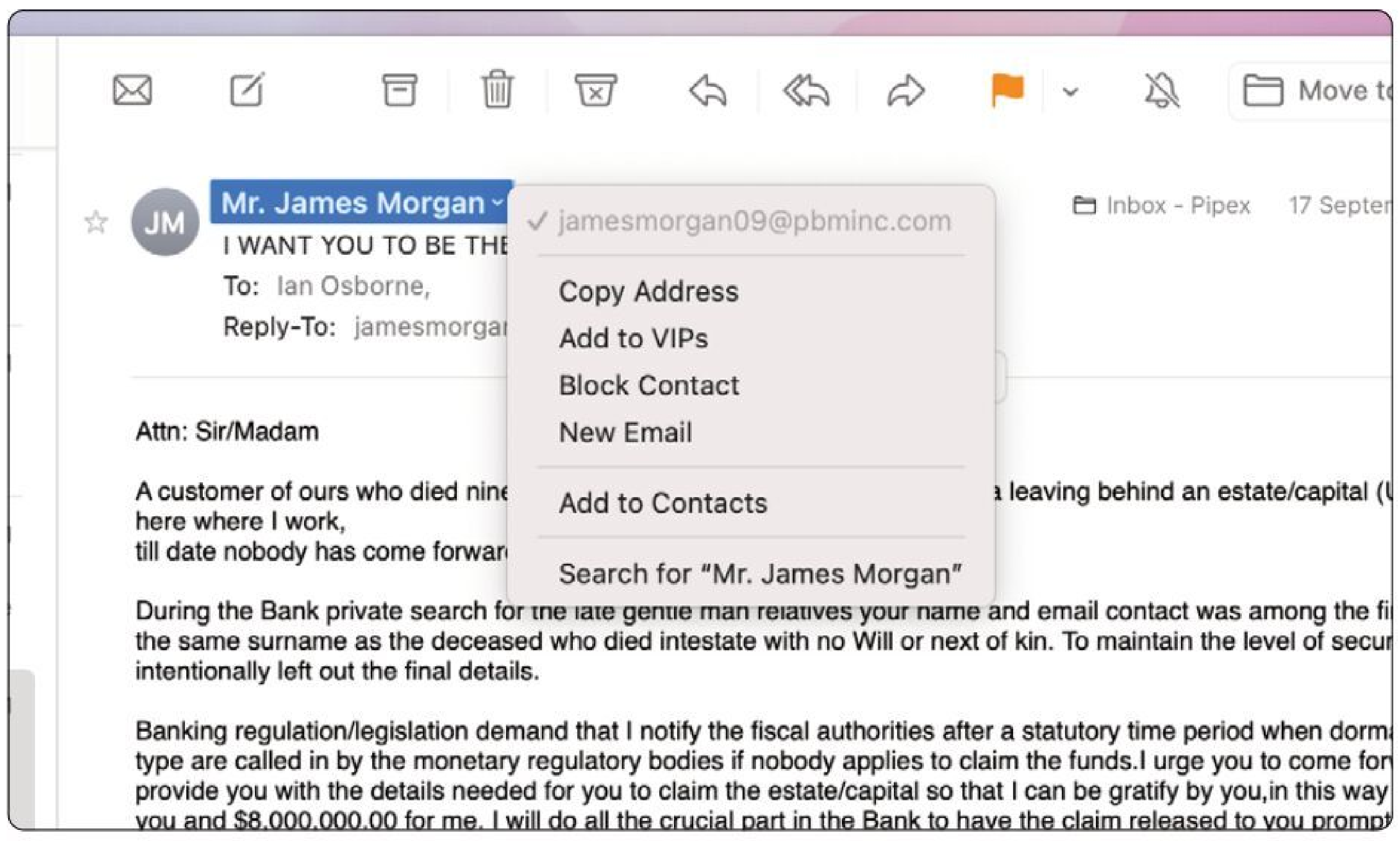
* Furniture for the new office b
* Finalising the lease.
* Talk to the contractor about
* Make sure the staff know wh

Does anyone have anything t

Regards,
Ian Osborne

The Mail app has an emoji picker to use when writing an email. Click on the smiley face in the toolbar and you get a choice of emoji to add to your email. To add it, just click on the one you want. Scroll up and down, or click the icons at the bottom for more choices.

# More Mail Features


Move t
Inbox - Pipex
17 Septem
✓ jamesmorgan09@pbminc.com
Copy Address
Add to VIPs
Block Contact
New Email
Add to Contacts
Search for "Mr. James Morgan"

JM Mr. James Morgan
I WANT YOU TO BE THE
To: Ian Osborne,
Reply-To: jamesmorgan

Attn: Sir/Madam

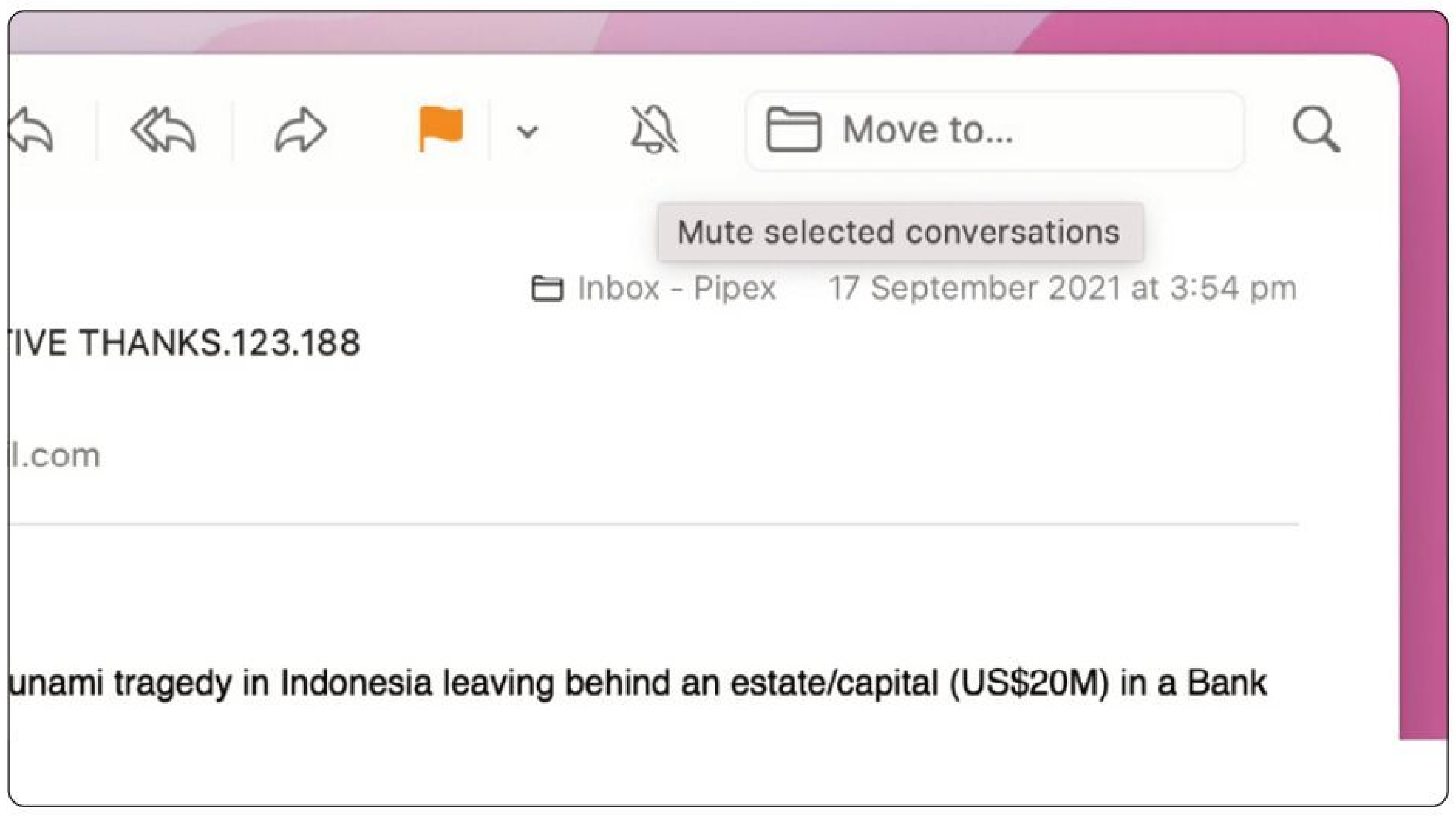
A customer of ours who died nine … leaving behind an estate/capital (U
here where I work,
till date nobody has come forwar

During the Bank private search for the late gentle man relatives your name and email contact was among the fi
the same surname as the deceased who died intestate with no Will or next of kin. To maintain the level of secur
intentionally left out the final details.

Banking regulation/legislation demand that I notify the fiscal authorities after a statutory time period when dorm
type are called in by the monetary regulatory bodies if nobody applies to claim the funds.I urge you to come for
provide you with the details needed for you to claim the estate/capital so that I can be gratify by you,in this way
you and $8,000,000.00 for me. I will do all the crucial part in the Bank to have the claim released to you prompt

## Block Contact

To block a sender who sends you emails you don't wish to receive, click on that person's name in the incoming email and select Block Contact. To stop blocked emails reaching your inbox, in Mail Preferences, go to Junk Mail and click the Blocked tab. Select 'Move it to the Bin' to send emails from blocked senders straight to the bin.


Move to...
Mute selected conversations
Inbox - Pipex
17 September 2021 at 3:54 pm

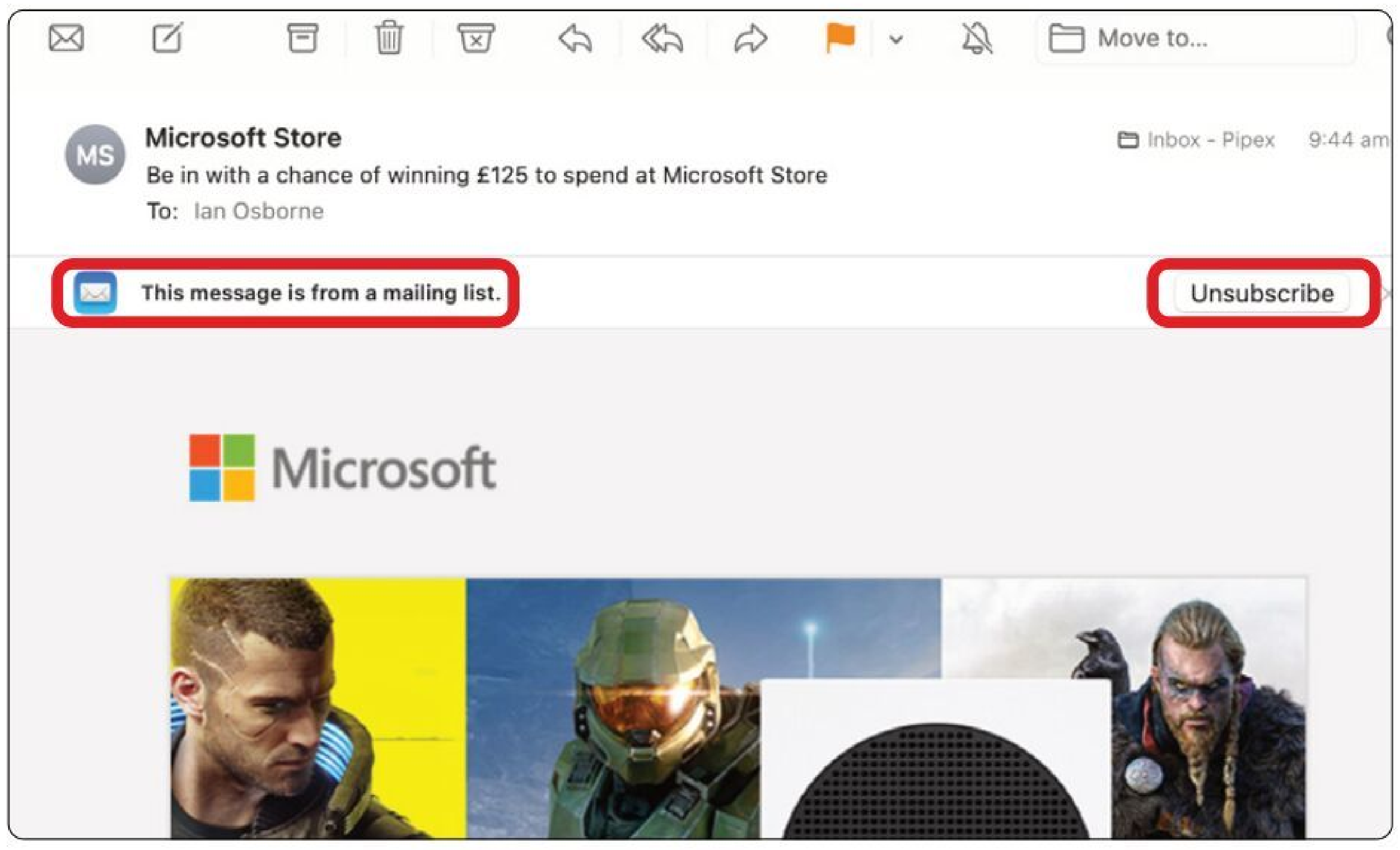
IVE THANKS.123.188

l.com

unami tragedy in Indonesia leaving behind an estate/capital (US$20M) in a Bank

## Mute Thread

If an email exchange is throwing up too many notifications, you can mute it by clicking on the crossed-out bell in the toolbar. The emails still arrive as usual, but, until you unmute it again, you won't get notifications on delivery.


Move to...
Inbox - Pipex
9:44 am
This message is from a mailing list.
Unsubscribe
Microsoft

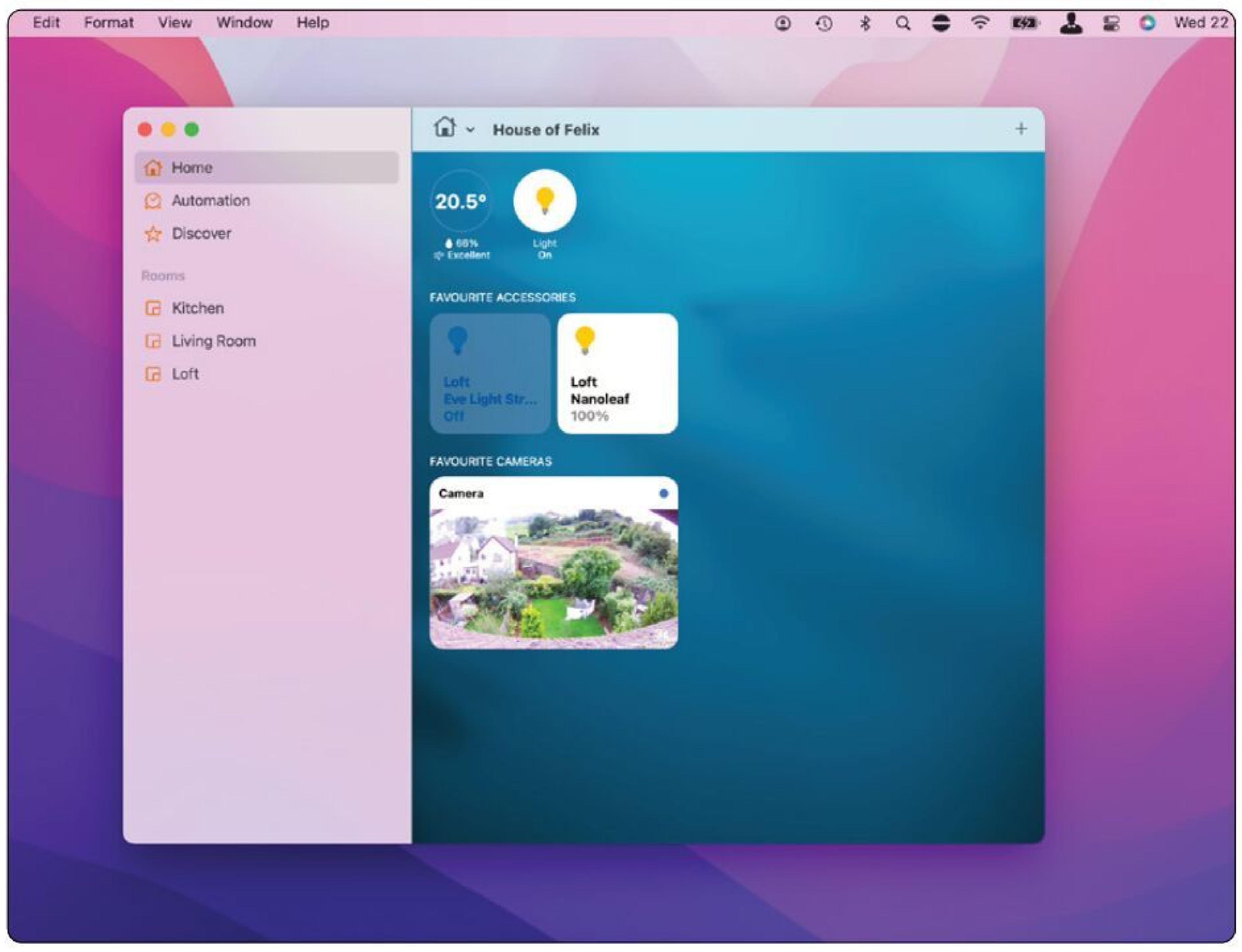
MS Microsoft Store
Be in with a chance of winning £125 to spend at Microsoft Store
To: Ian Osborne

## Unsubscribe

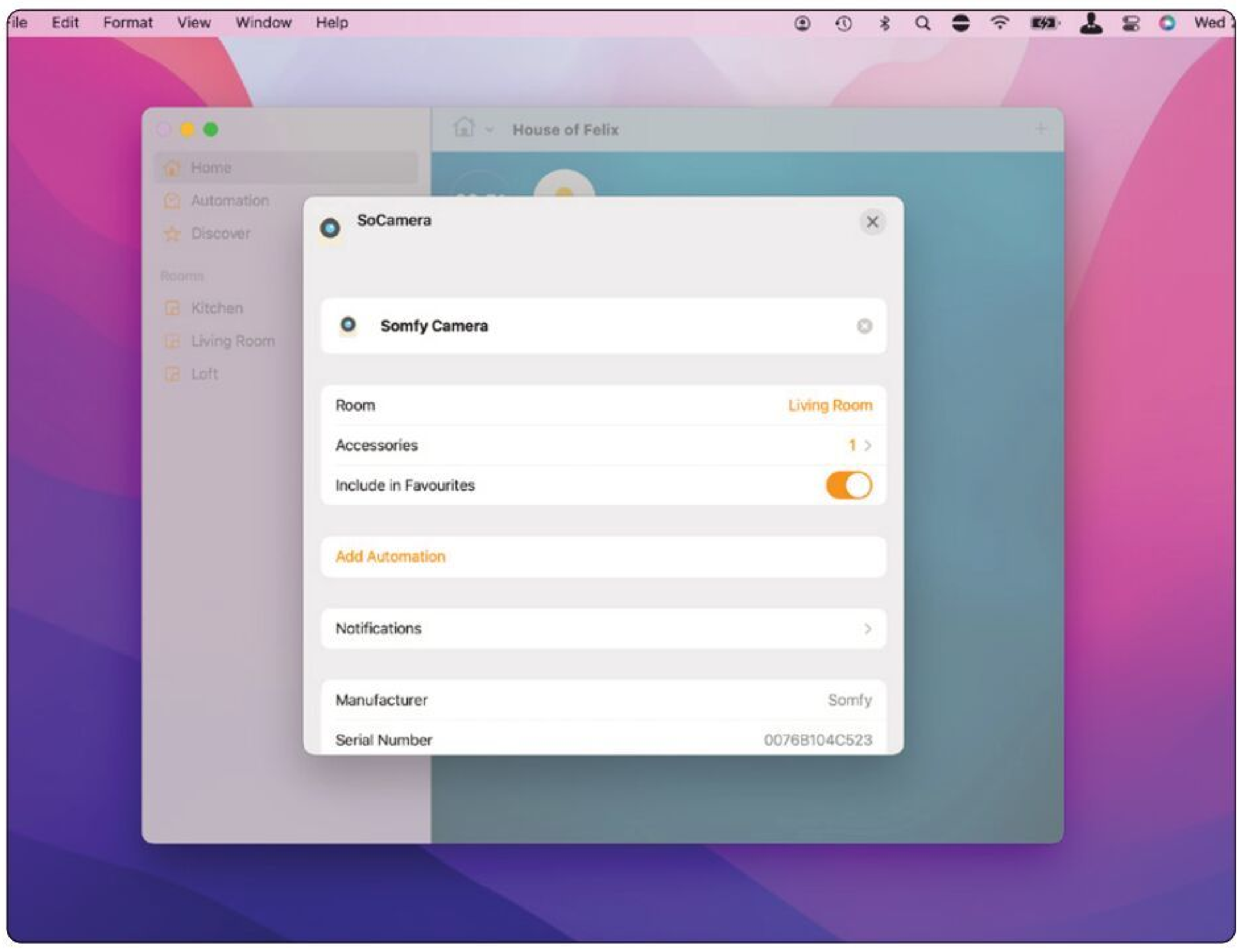
If an incoming email is from a mailing list, the Unsubscribe link now appears right at the top of the email. Click the Unsubscribe link to stop this mailing list from sending you emails in the future.

# Home
# For the Smart Home

Apple's HomeKit gave developers the means to control compatible household gadgets from devices such as the Mac, iPhone, iPad and iPod touch. Your connected home gear can be controlled under one application. You can set up automations too, so multiple devices can be activated with a single instruction.


Edit
Format
View
Window
Help
Wed 22
House of Felix
Home
Automation
Discover
Rooms
Kitchen
Living Room
Loft
20.5°
68%
Excellent
Light
On
FAVOURITE ACCESSORIES
Loft
Eve Light Str...
Off
Loft
Nanoleaf
100%
FAVOURITE CAMERAS
Camera

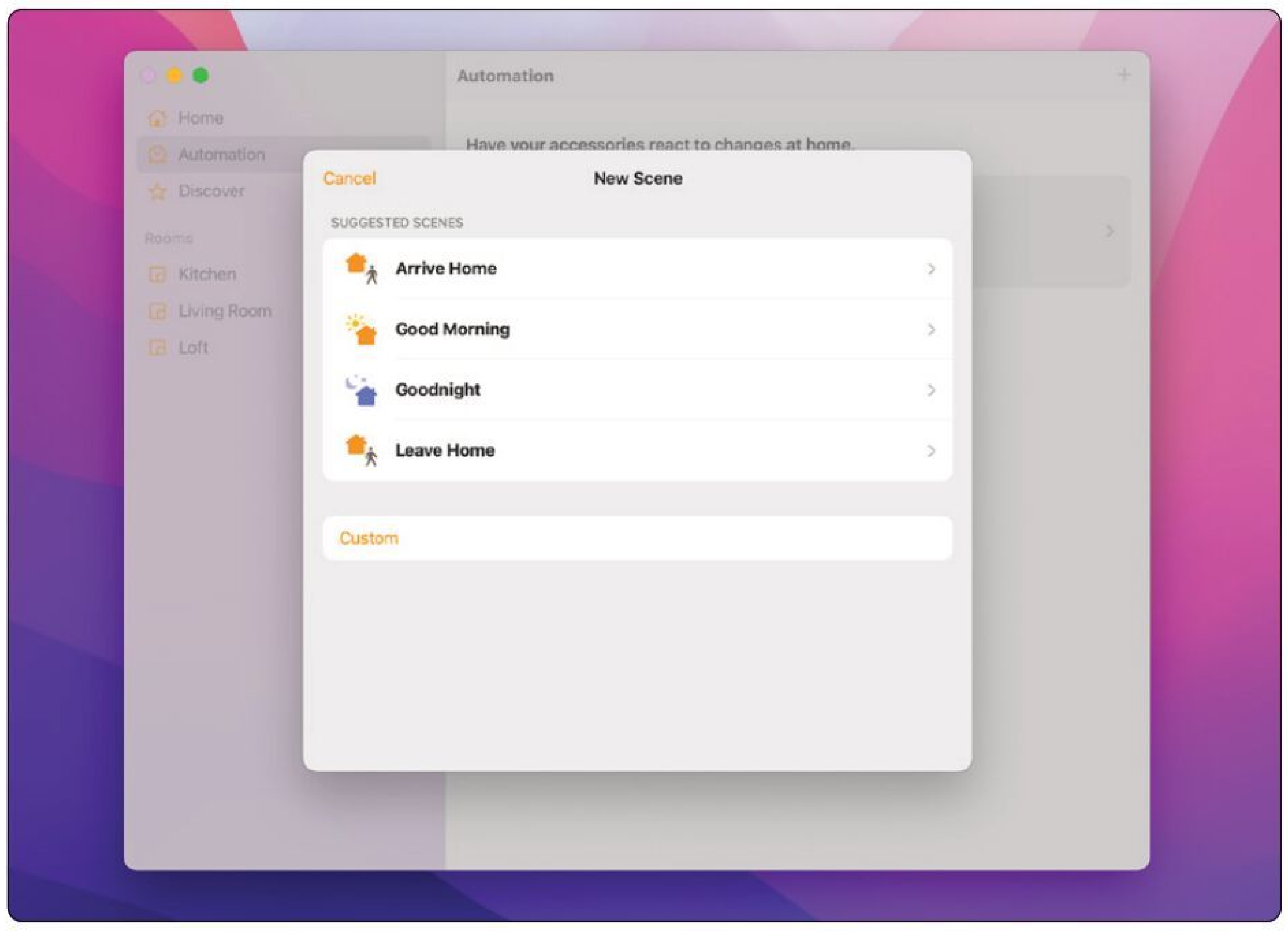
**1** Before you can make use of the Home app, you have to add HomeKit compatible devices. You can only do this from an iOS device, you can't use your Mac. There's a list of HomeKit compatible devices online at www.apple.co/2MFjhb3.


SoCamera

Somfy Camera

Room: Living Room
Accessories: 1
Include in Favourites: on
Add Automation
Notifications
Manufacturer: Somfy
Serial Number: 00768104C523

**2** When you've added one or more devices using your iOS device, you can access them through Home on the Mac. Right-click on a device's window and select Settings and you can change the room they're assigned to.


Home
Automation
Discover
Rooms
Kitchen
Living Room
Loft
Automation
Have your accessories react to changes at home.
Cancel
New Scene
SUGGESTED SCENES
Arrive Home
Good Morning
Goodnight
Leave Home
Custom

**3** Click the Automation tab and you can set timers, actions and more. What they do depends on what kit you've incorporated into your Home app. Click the + icon to add automations or groups of automations (scenes).

**4** For example, you can use the Home app to control and configure speakers that are compatible with HomeKit. Naturally, Apple's own HomePod, pictured here, fits the bill but there are plenty more.

# Music
## Play Your Tunes

The Music app is great for enjoying all your sounds on the Mac. If you subscribe to the Apple Music service, you can stream from over 70 million tracks and numerous online radio stations. You can rip your CDs and store them on your Mac, and you can also compile your own playlists.

**The Music app is very similar to the one found on the iPhone or the iPad. If you already use Music on a mobile device, you shouldn't have too many problems getting started.**

**1** When you're using the Music app, the top bar gives you pull-down menus offering controls and options. It's worthwhile familiarising yourself with them.

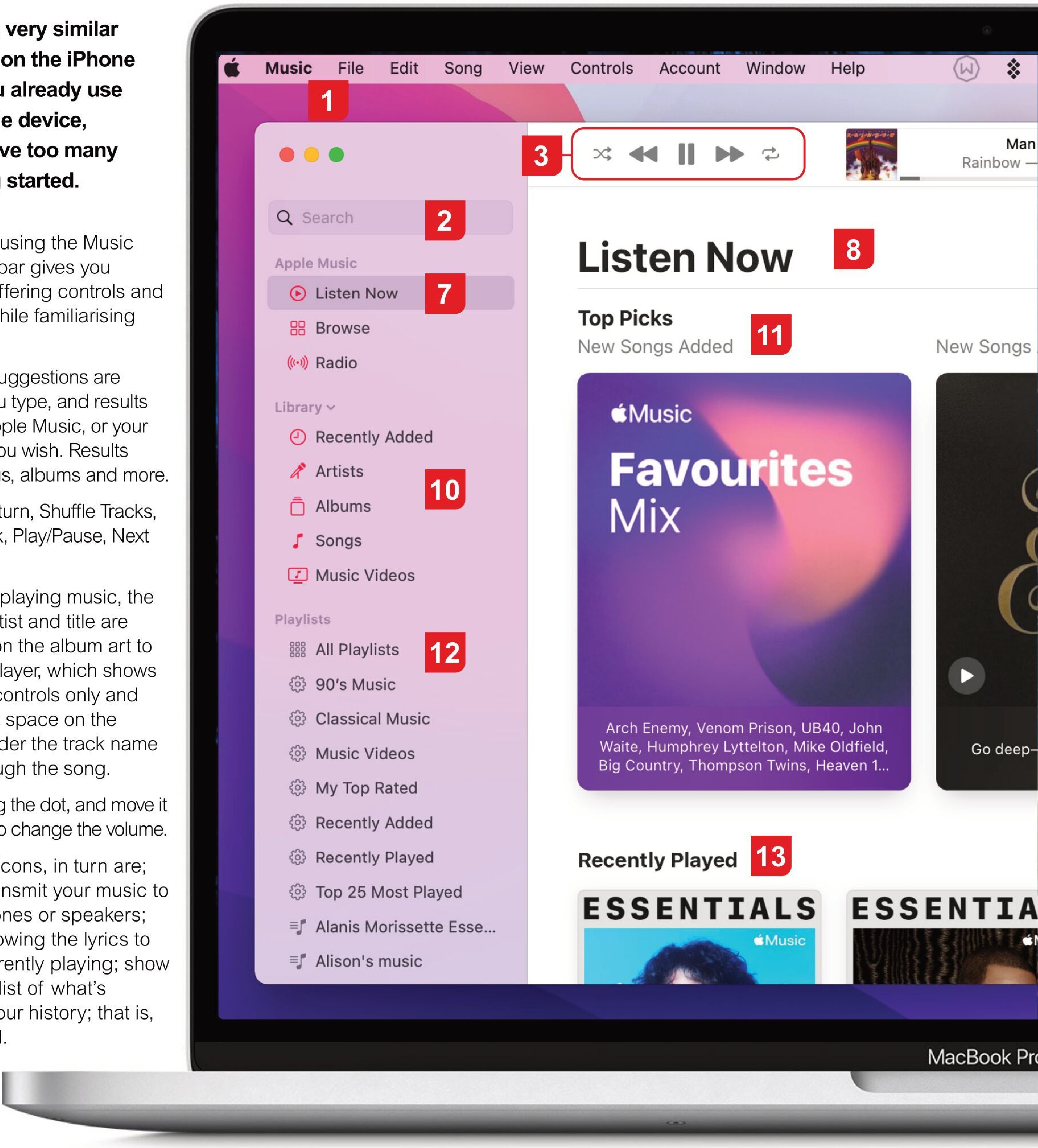
**2** Completion suggestions are offered as you type, and results can be limited to Apple Music, or your on-Mac library, as you wish. Results include artists, songs, albums and more.

**3** These are, in turn, Shuffle Tracks, Previous track, Play/Pause, Next track, Repeat Play.

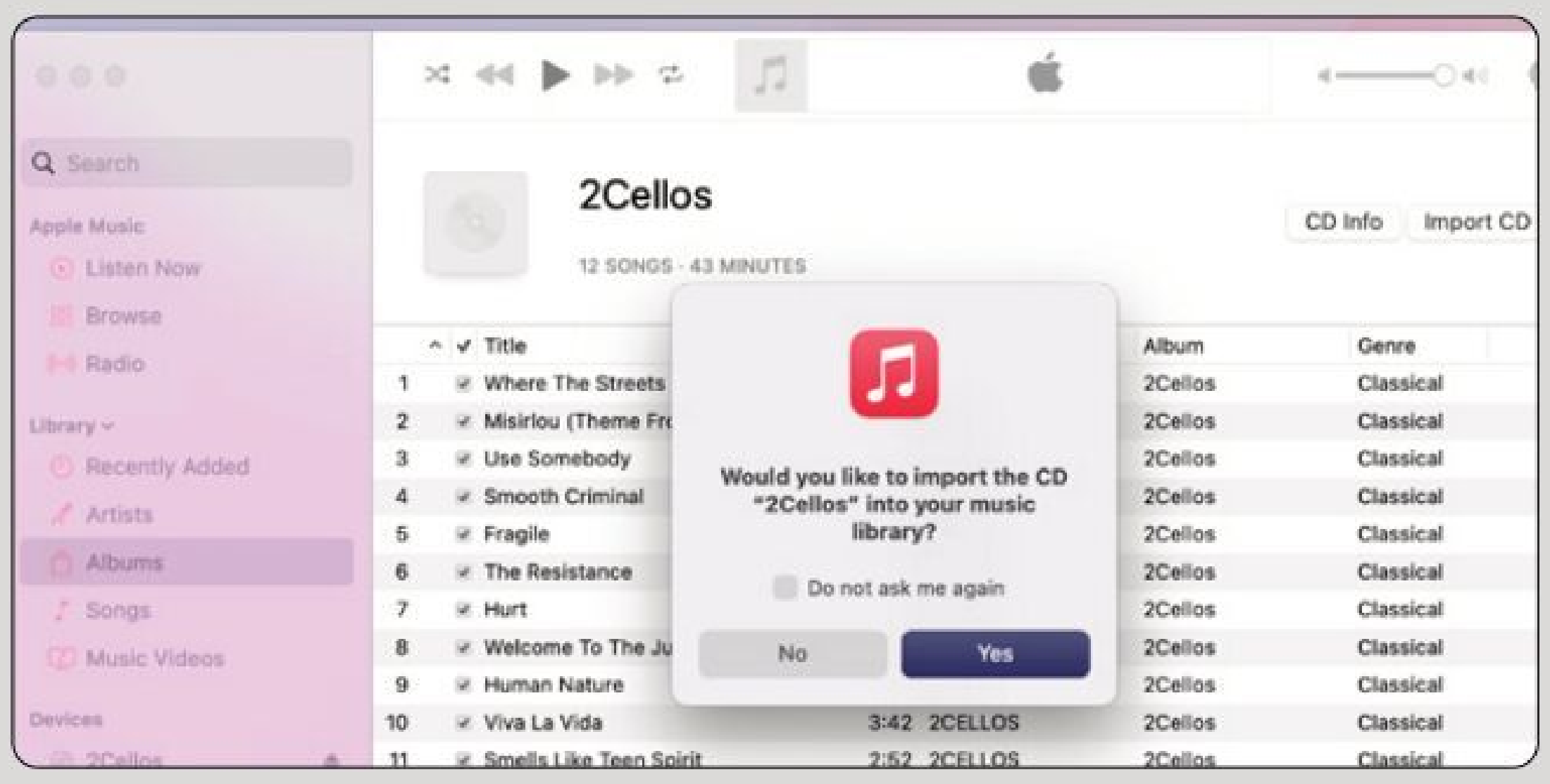
**4** When you're playing music, the album art, artist and title are shown here. Click on the album art to switch to the mini player, which shows the album art and controls only and takes up much less space on the screen. The line under the track name lets you scrub through the song.

**5** Click and drag the dot, and move it left and right to change the volume.

**6** These three icons, in turn are; wirelessly transmit your music to Bluetooth headphones or speakers; open a sidebar showing the lyrics to the track that's currently playing; show a sidebar giving a list of what's playing next and your history; that is, what you've played.


Music
File
Edit
Song
View
Controls
Account
Window
Help
1
2
3
Man
Rainbow —
Search
Apple Music
Listen Now
7
Browse
Radio
Library
Recently Added
Artists
10
Albums
Songs
Music Videos
Playlists
All Playlists
12
90's Music
Classical Music
Music Videos
My Top Rated
Recently Added
Recently Played
Top 25 Most Played
Alanis Morissette Esse...
Alison's music
Listen Now
8
Top Picks
New Songs Added
11
New Songs
Music
Favourites Mix
Arch Enemy, Venom Prison, UB40, John Waite, Humphrey Lyttelton, Mike Oldfield, Big Country, Thompson Twins, Heaven 1...
Go deep–
Recently Played
13
ESSENTIALS
Music
ESSENTIA
MacBook Pro

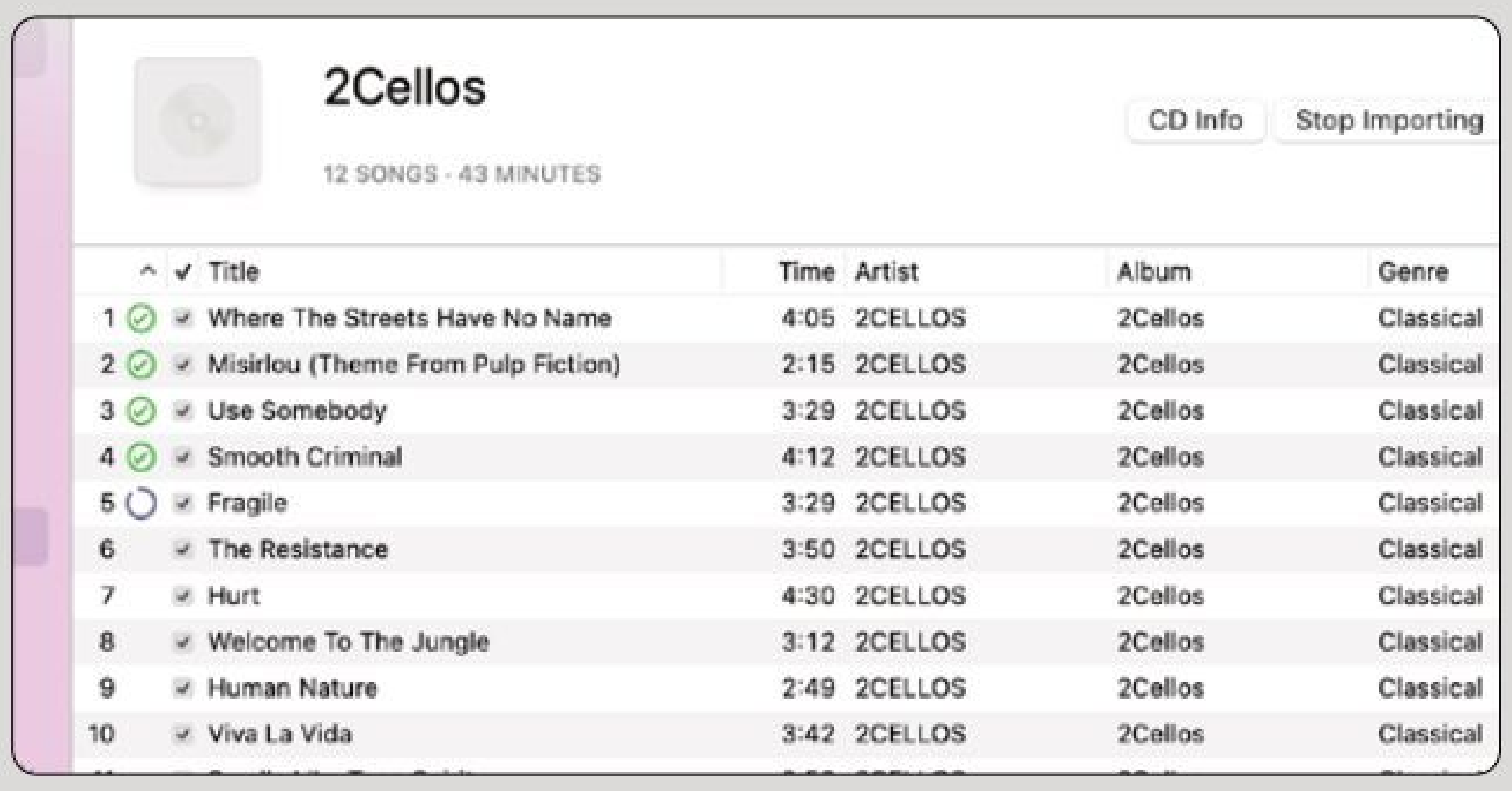
# Importing Your CDs into Music


Search
Apple Music
Listen Now
Browse
Radio
Library
Recently Added
Artists
Albums
Songs
Music Videos
Devices
2Cellos
2Cellos
12 SONGS · 43 MINUTES
CD Info
Import CD
No
Yes

Would you like to import the CD "2Cellos" into your music library?

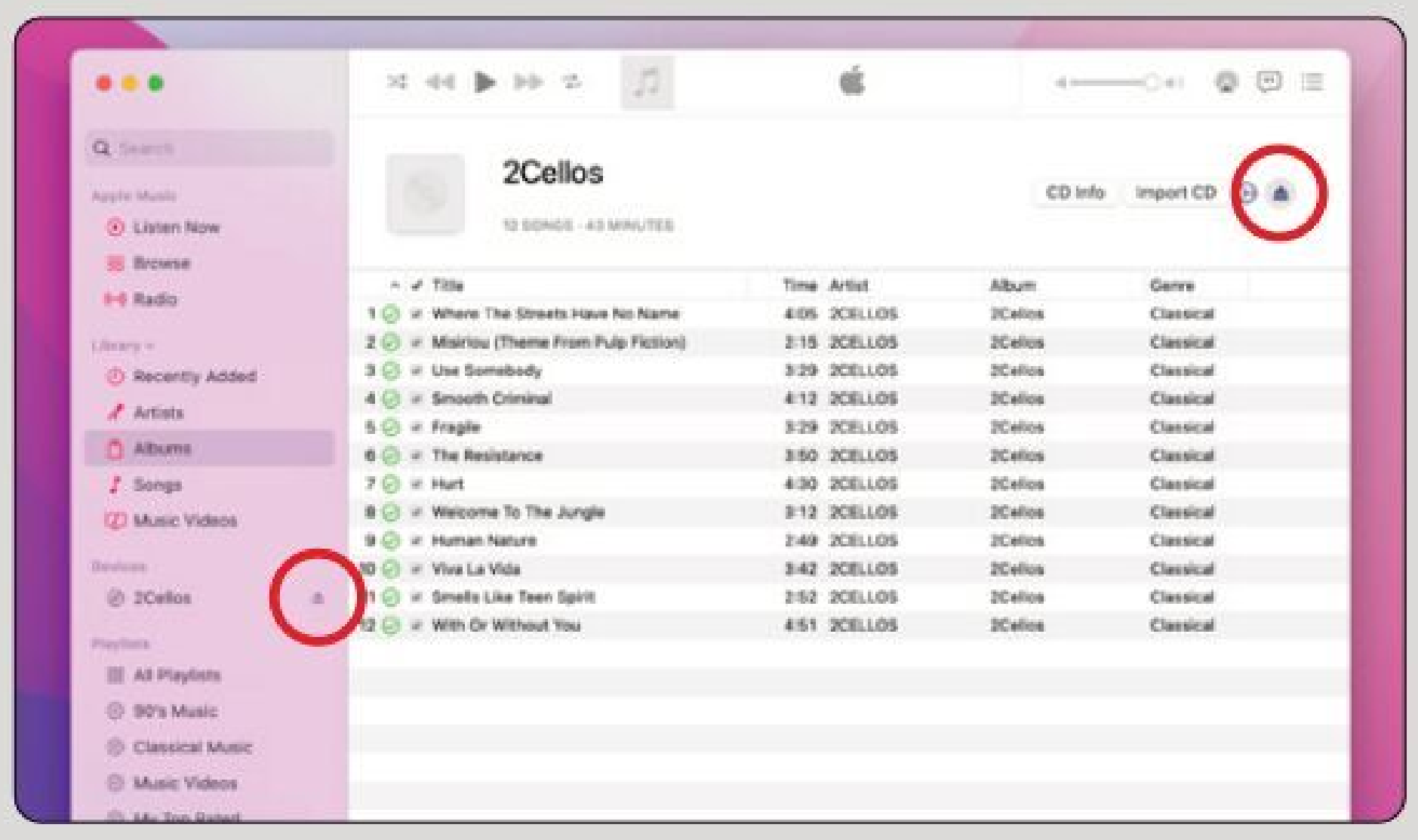
☐ Do not ask me again

**1** Pop the CD into your Mac's CD drive. If it doesn't have one, use an external optical drive like Apple's USB SuperDrive. A message pops up asking you if you want to import the album into your iTunes library; click Yes.

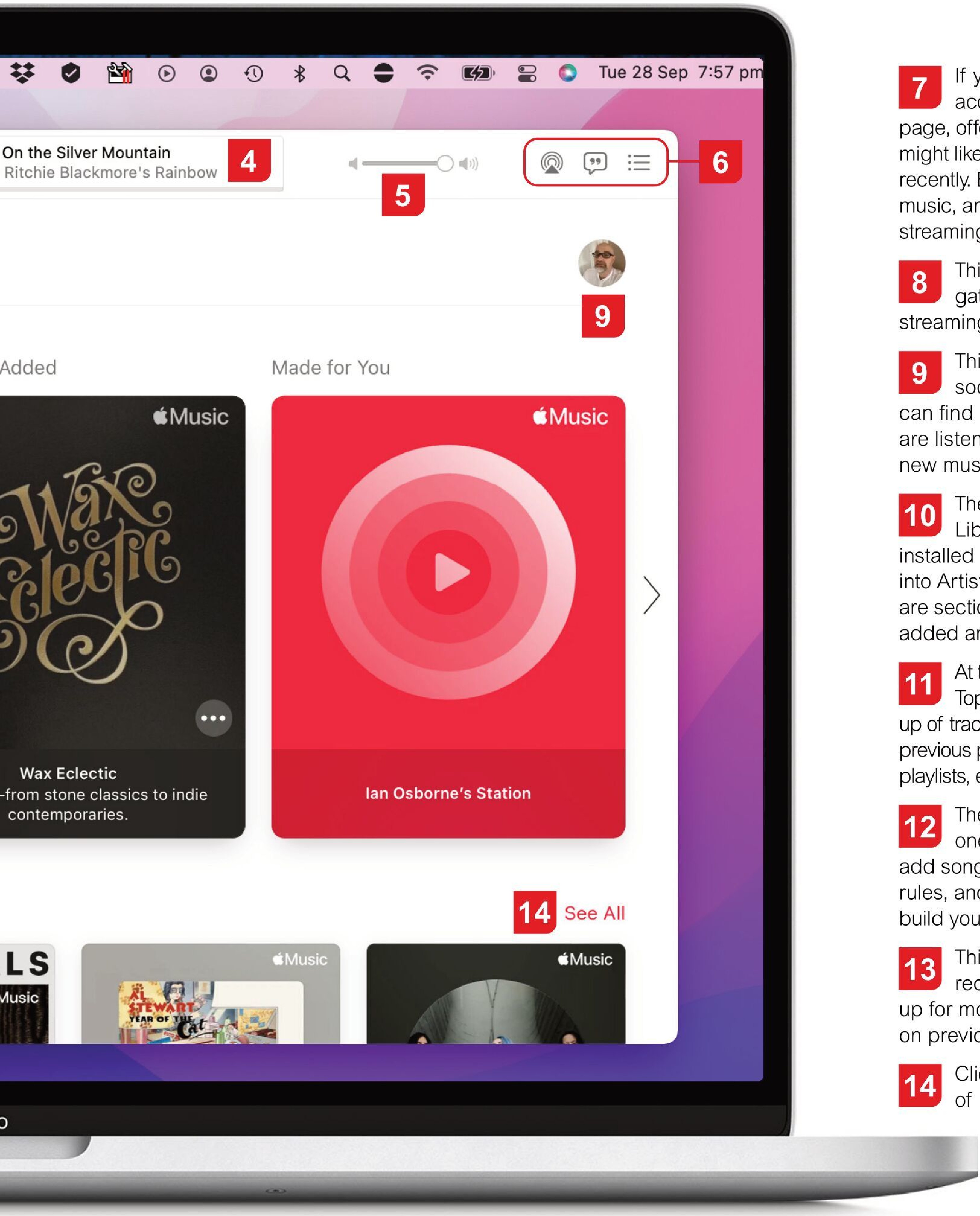

2Cellos
12 SONGS · 43 MINUTES
CD Info
Stop Importing

| | Title | Time | Artist | Album | Genre |
|---|---|---|---|---|---|
| 1 | Where The Streets Have No Name | 4:05 | 2CELLOS | 2Cellos | Classical |
| 2 | Misirlou (Theme From Pulp Fiction) | 2:15 | 2CELLOS | 2Cellos | Classical |
| 3 | Use Somebody | 3:29 | 2CELLOS | 2Cellos | Classical |
| 4 | Smooth Criminal | 4:12 | 2CELLOS | 2Cellos | Classical |
| 5 | Fragile | 3:29 | 2CELLOS | 2Cellos | Classical |
| 6 | The Resistance | 3:50 | 2CELLOS | 2Cellos | Classical |
| 7 | Hurt | 4:30 | 2CELLOS | 2Cellos | Classical |
| 8 | Welcome To The Jungle | 3:12 | 2CELLOS | 2Cellos | Classical |
| 9 | Human Nature | 2:49 | 2CELLOS | 2Cellos | Classical |
| 10 | Viva La Vida | 3:42 | 2CELLOS | 2Cellos | Classical |

**2** You see the track listing of the album appear. The spinning circle indicates which track is currently being copied, while a green tick next to a track tells you it has already been copied successfully.


2Cellos
CD Info
Import CD

**3** Once you've successfully imported your album, don't forget to click on the Eject button in the sidebar or the top-right so you can store your CD away.


Tue 28 Sep 7:57 pm
On the Silver Mountain
Ritchie Blackmore's Rainbow
4
5
6
9
Added
Made for You
Music
Wax Eclectic
Music
Ian Osborne's Station
14
See All
Music
Music

-from stone classics to indie contemporaries.

**7** If you have an Apple Music account, Listen Now is the main page, offering suggestions of music you might like and showing what you played recently. Browse is great for finding new music, and Radio gives access to streaming stations.

**8** This is the Listen Now page, your gateway to the Apple Music streaming service.

**9** This is the gateway to your Music social network. Click on it and you can find out what sounds your friends are listening to, and discover and enjoy new music together.

**10** These are the options for your Library, that is, music you've installed on your Mac. It can be arranged into Artists, Albums, or Songs, and there are sections for music you've recently added and music videos.

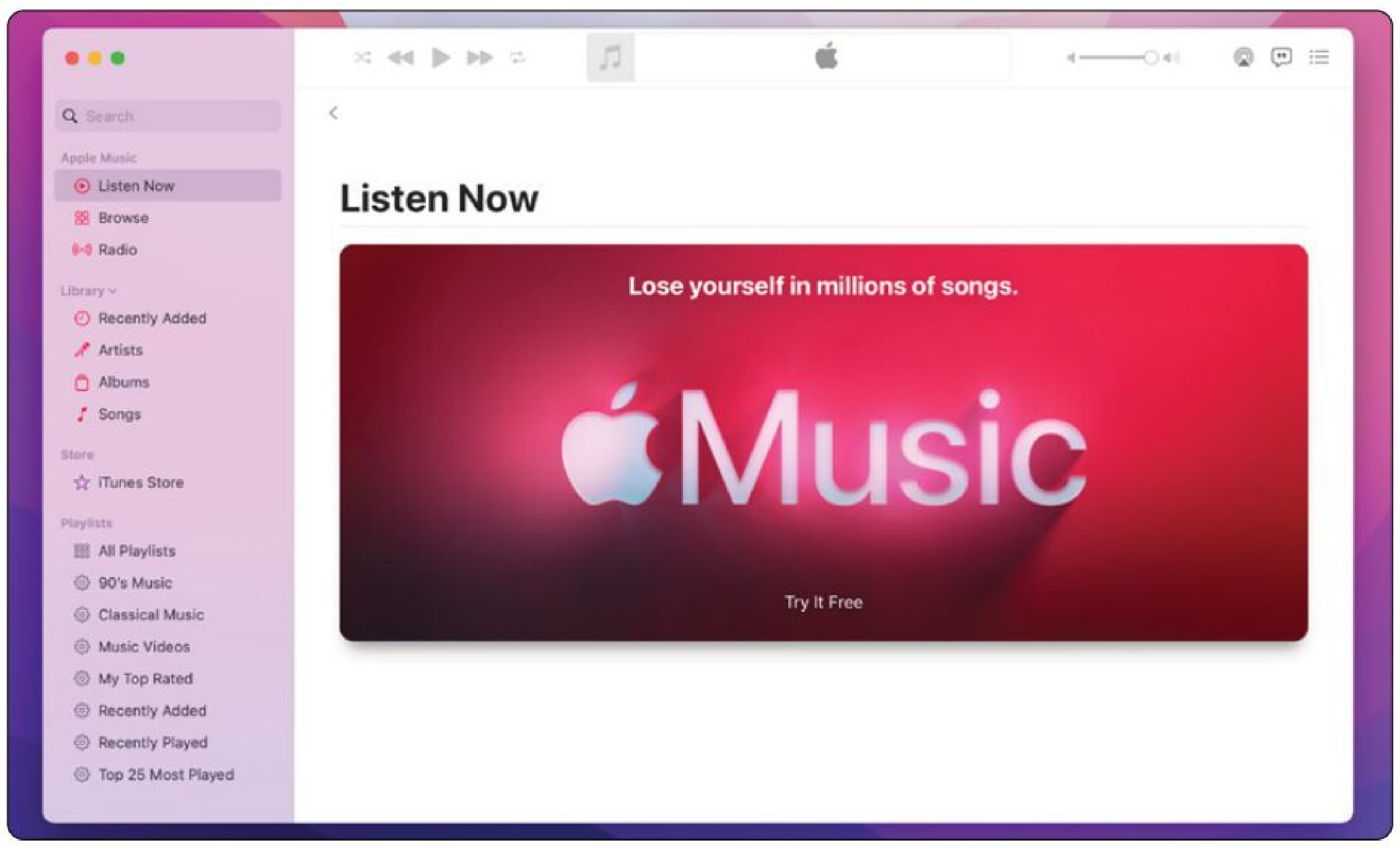
**11** At the top of the Listen Now page is Top Picks, a series of playlists made up of tracks chosen for you based on previous plays, tunes you play a lot, themed playlists, etc. Scroll left and right for more.

**12** These are your playlists. The top ones are Smart Playlists, which add songs automatically according to rules, and the lower ones are playlists you build yourself.

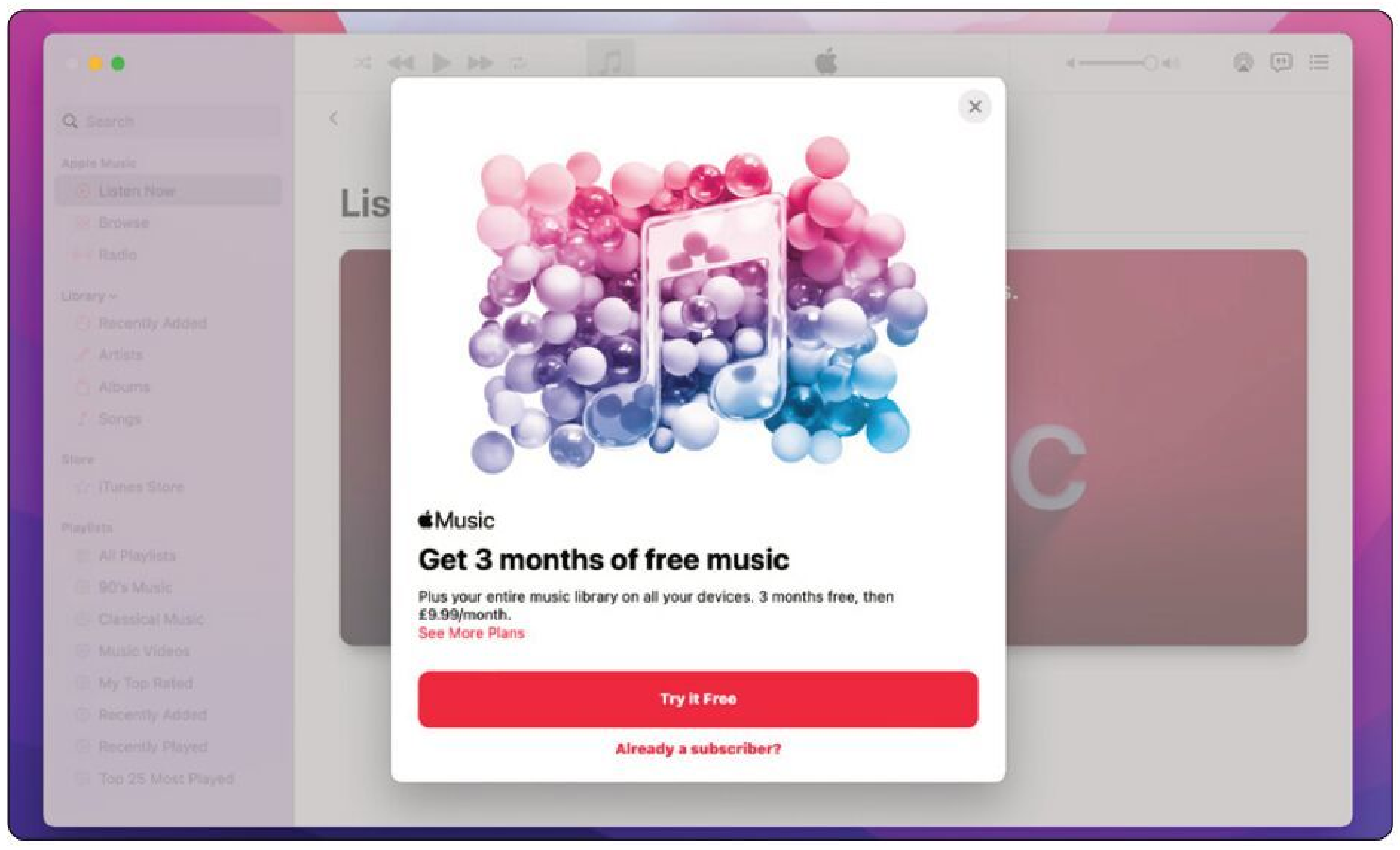
**13** This is a round-up of music you've recently streamed. Scroll this page up for more suggestions, again based on previous listens.

**14** Click this link to see a wider range of music you've recently played.

# Signing Up for Apple Music


Search
Apple Music
Listen Now
Browse
Radio
Library
Recently Added
Artists
Albums
Songs
Store
iTunes Store
Playlists
All Playlists
90's Music
Classical Music
Music Videos
My Top Rated
Recently Added
Recently Played
Top 25 Most Played
Listen Now
Lose yourself in millions of songs.
Music
Try It Free

**1** With an Apple Music account, you can stream from 70 million songs for a set monthly fee. To sign up for an account, click on Listen Now in the left-hand sidebar. You can then click Try it For Free to learn about and sign up to the service.



Music

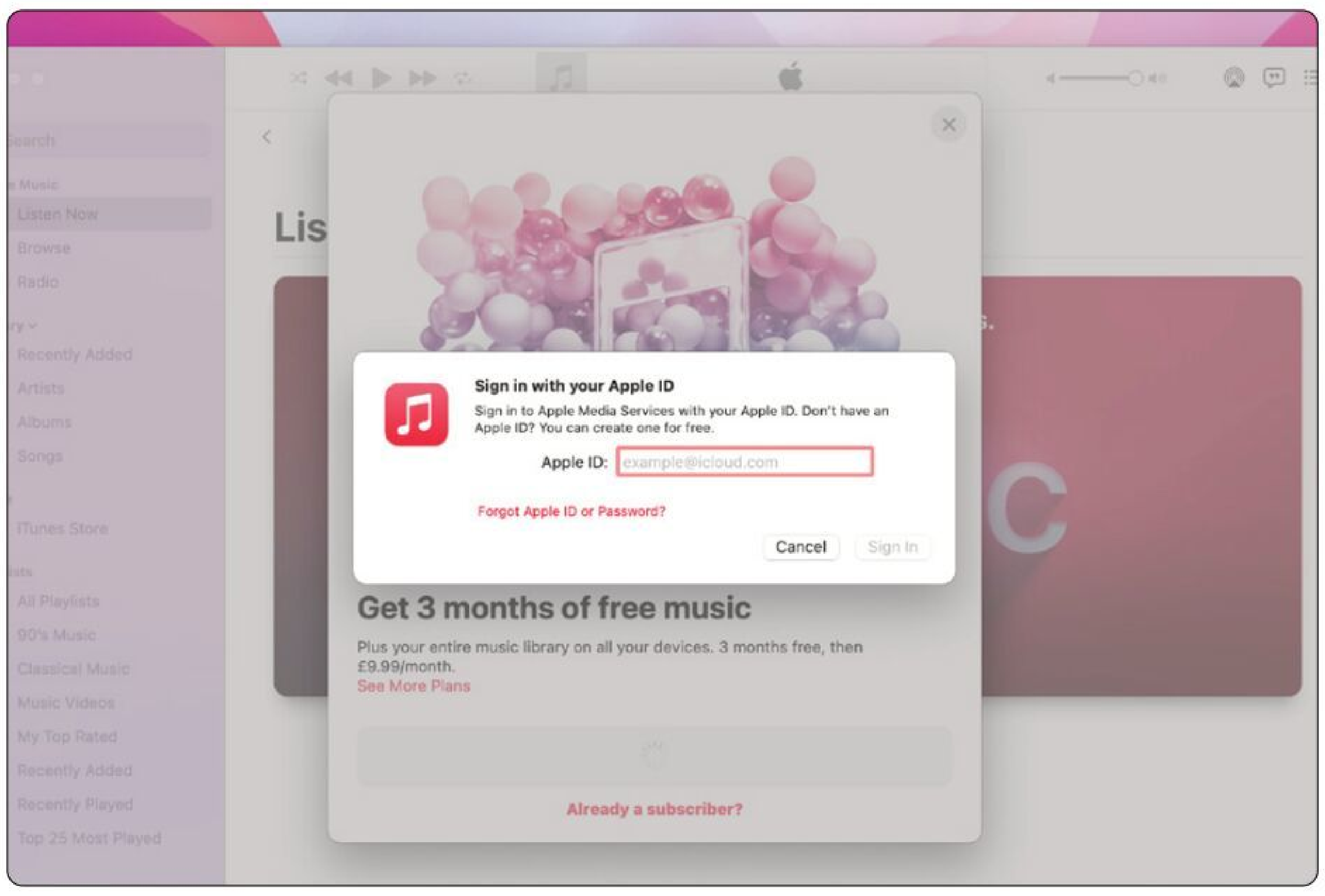
Get 3 months of free music

Plus your entire music library on all your devices. 3 months free, then £9.99/month.

See More Plans

Try it Free
Already a subscriber?

**2** A pop-up window appears inviting you to subscribe as an individual, for £9.99/$9.99/9.99 € after your free trial. Click Try it For Free to do so, or See All Plans to choose a Family or Student account



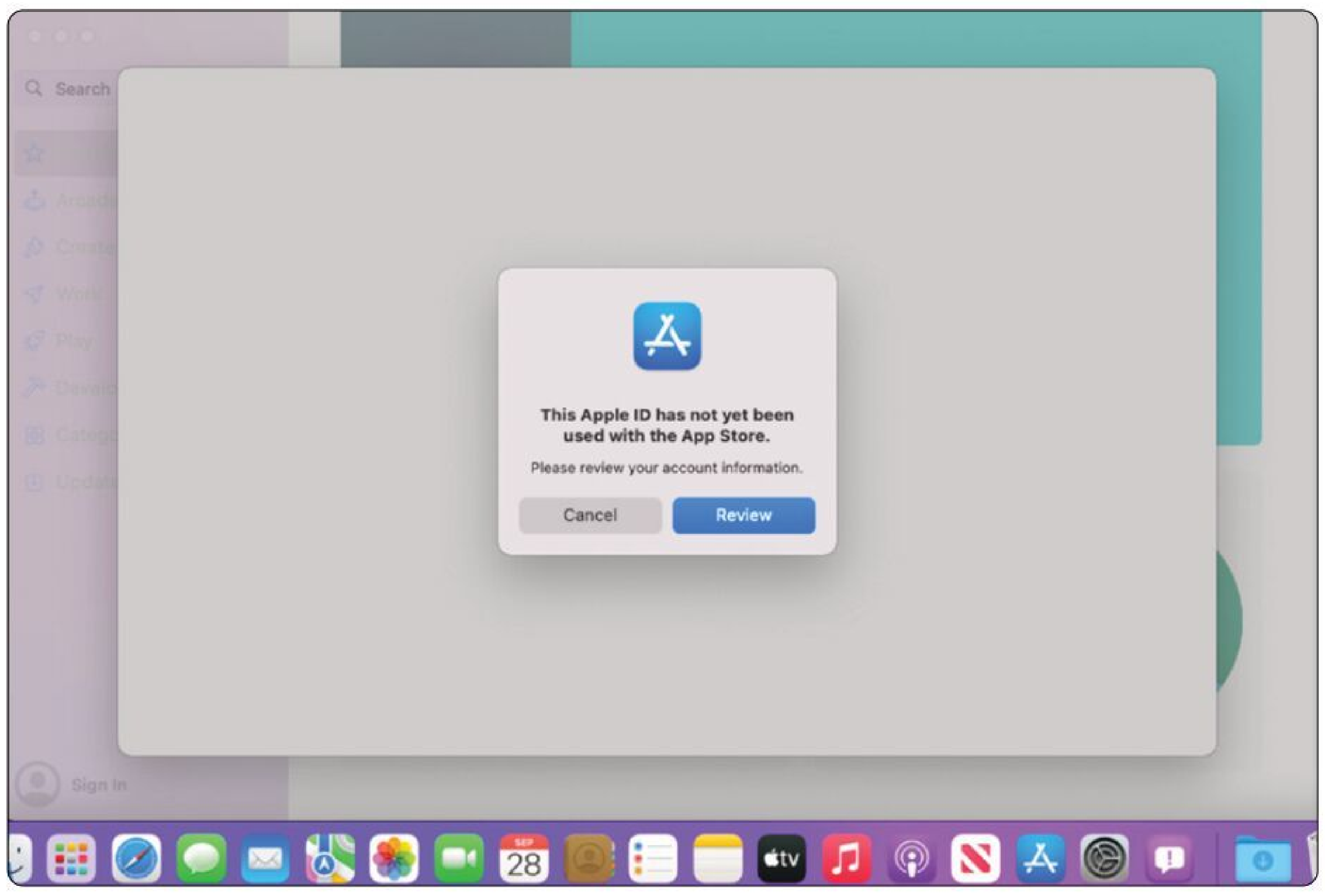
Sign in with your Apple ID

Sign in to Apple Media Services with your Apple ID. Don't have an Apple ID? You can create one for free.

Apple ID: example@icloud.com

Forgot Apple ID or Password?
Cancel
Sign In
Get 3 months of free music
Plus your entire music library on all your devices. 3 months free, then £9.99/month.
See More Plans
Already a subscriber?

**3** You must then sign using to your Apple ID. Enter your Apple ID's email address, then your password, and then click Sign In to proceed to the next step. If you've forgotten your details, click the Forgot Apple ID or Password? link.



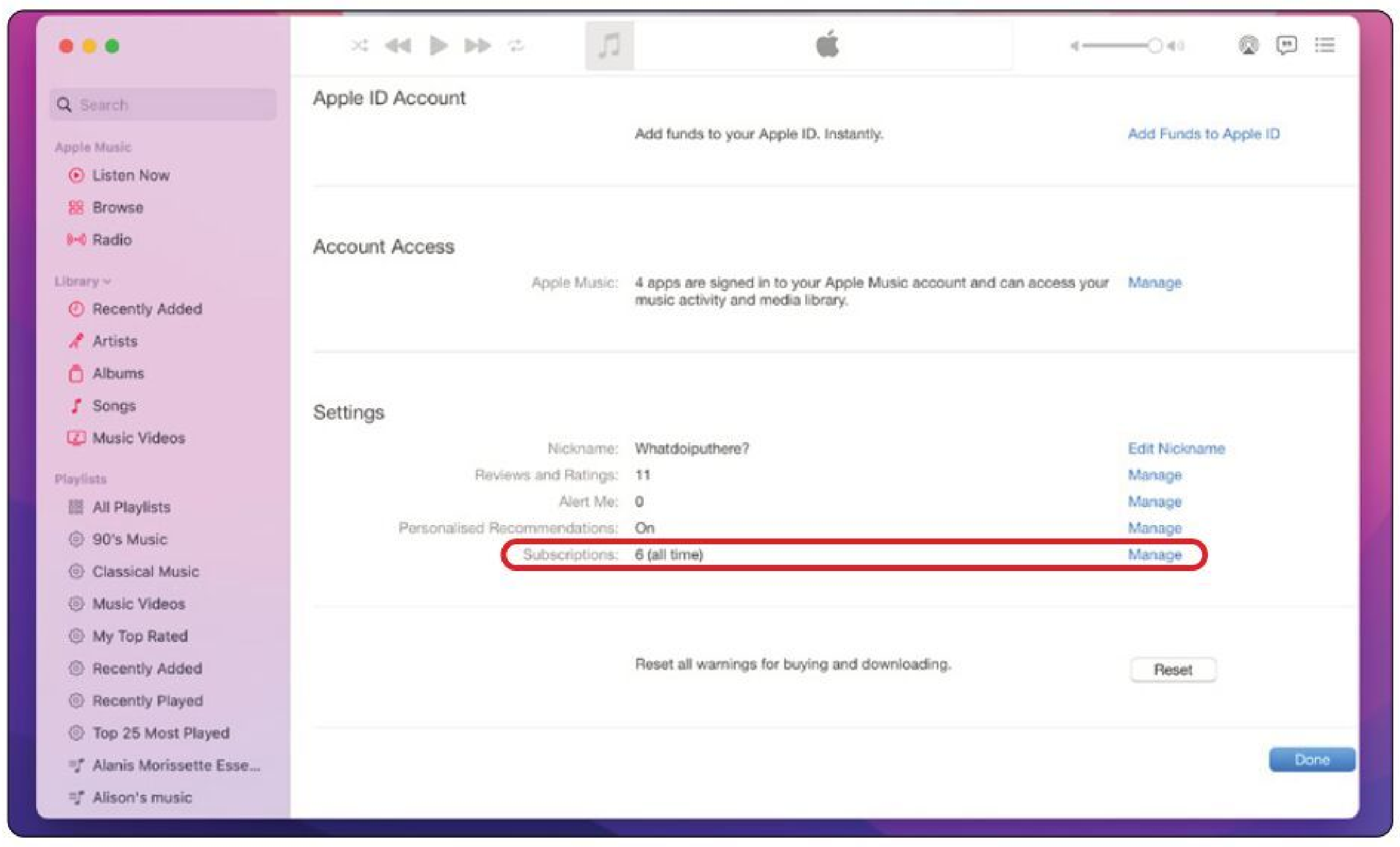
This Apple ID has not yet been used with the App Store.

Please review your account information.

Cancel
Review

**4** If you've not yet used your Apple ID on the App Store, you have to ender payment information as shown. You then follow the on-screen instructions regarding what kind of music you like. When done, you're ready to start.

# Changing or Cancelling Your Subscription



Apple ID Account

Add funds to your Apple ID. Instantly. Add Funds to Apple ID

Account Access

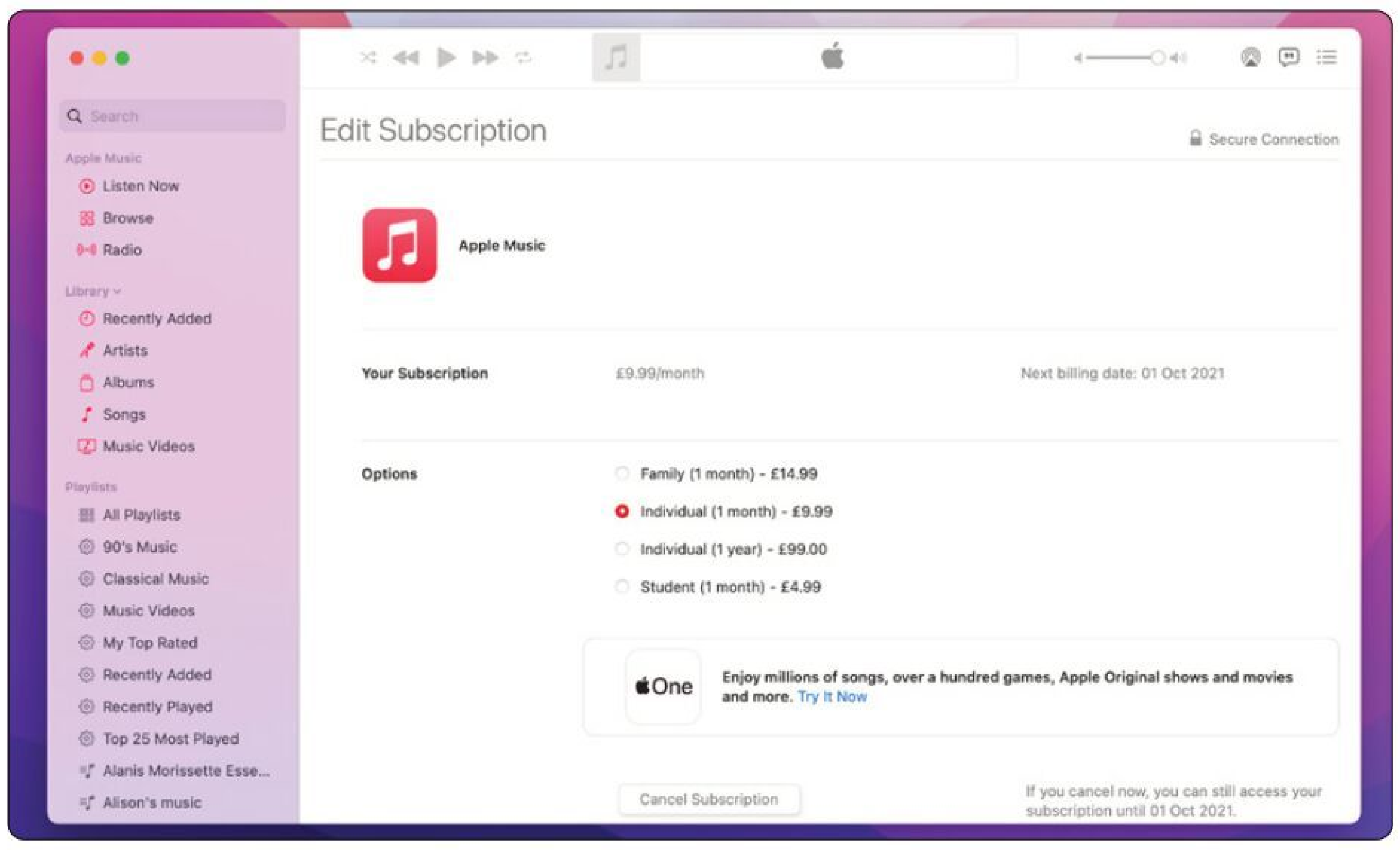
Apple Music: 4 apps are signed in to your Apple Music account and can access your music activity and media library. Manage

Settings

Nickname: Whatdoiputhere? Edit Nickname
Reviews and Ratings: 11 Manage
Alert Me: 0 Manage
Personalised Recommendations: On Manage
Subscriptions: 6 (all time) Manage

Reset all warnings for buying and downloading. Reset

**1** If you want to cancel your Apple Music subscription, first of all, click Account in the top bar and select View My Account. You're taken to your account page. Scroll down to Subscriptions (under Settings) and click the Manage link



Edit Subscription

Secure Connection

Apple Music

Your Subscription £9.99/month Next billing date: 01 Oct 2021

Options
○ Family (1 month) - £14.99
● Individual (1 month) - £9.99
○ Individual (1 year) - £99.00
○ Student (1 month) - £4.99

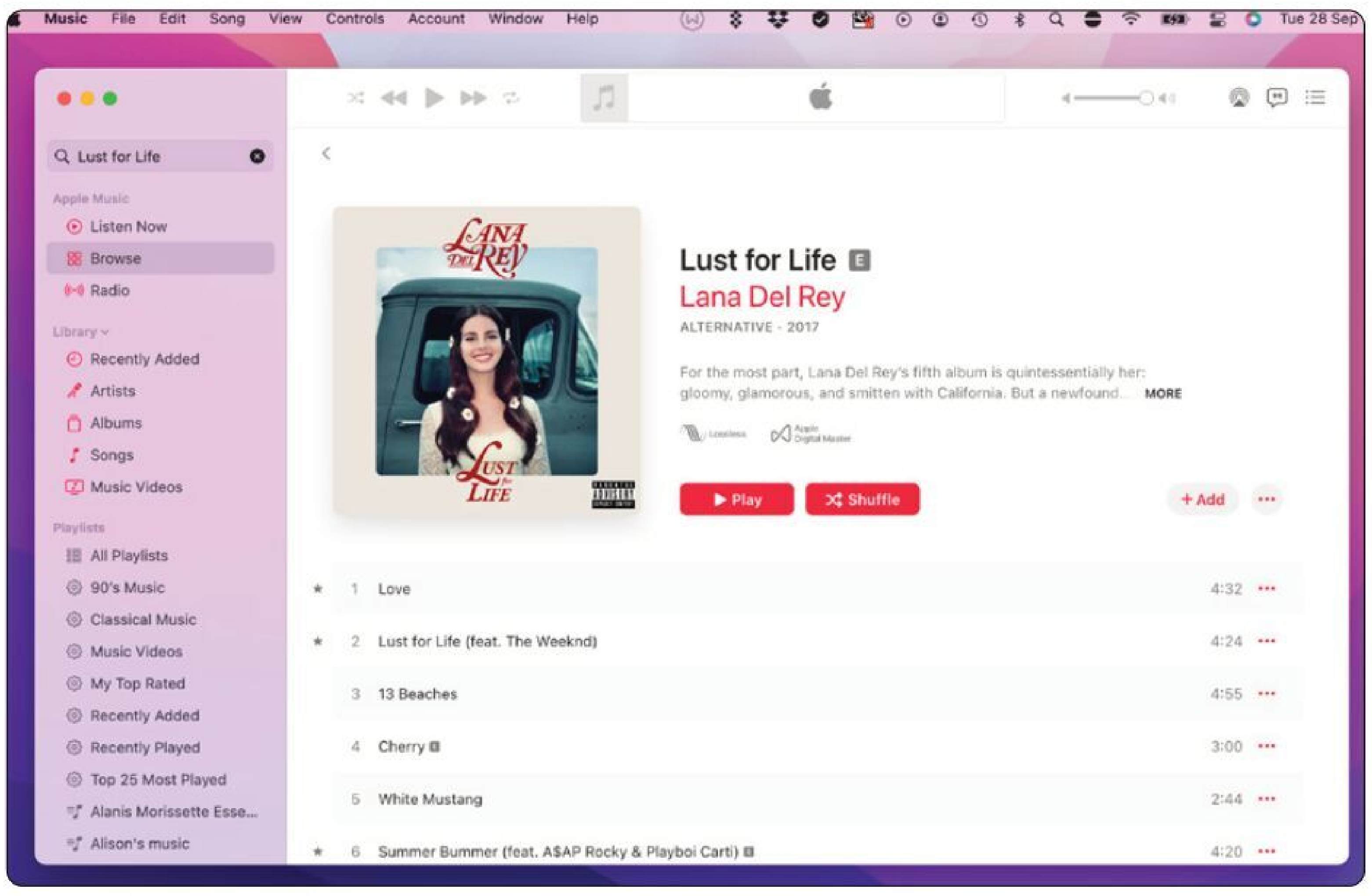
One — Enjoy millions of songs, over a hundred games, Apple Original shows and movies and more. Try It Now

Cancel Subscription

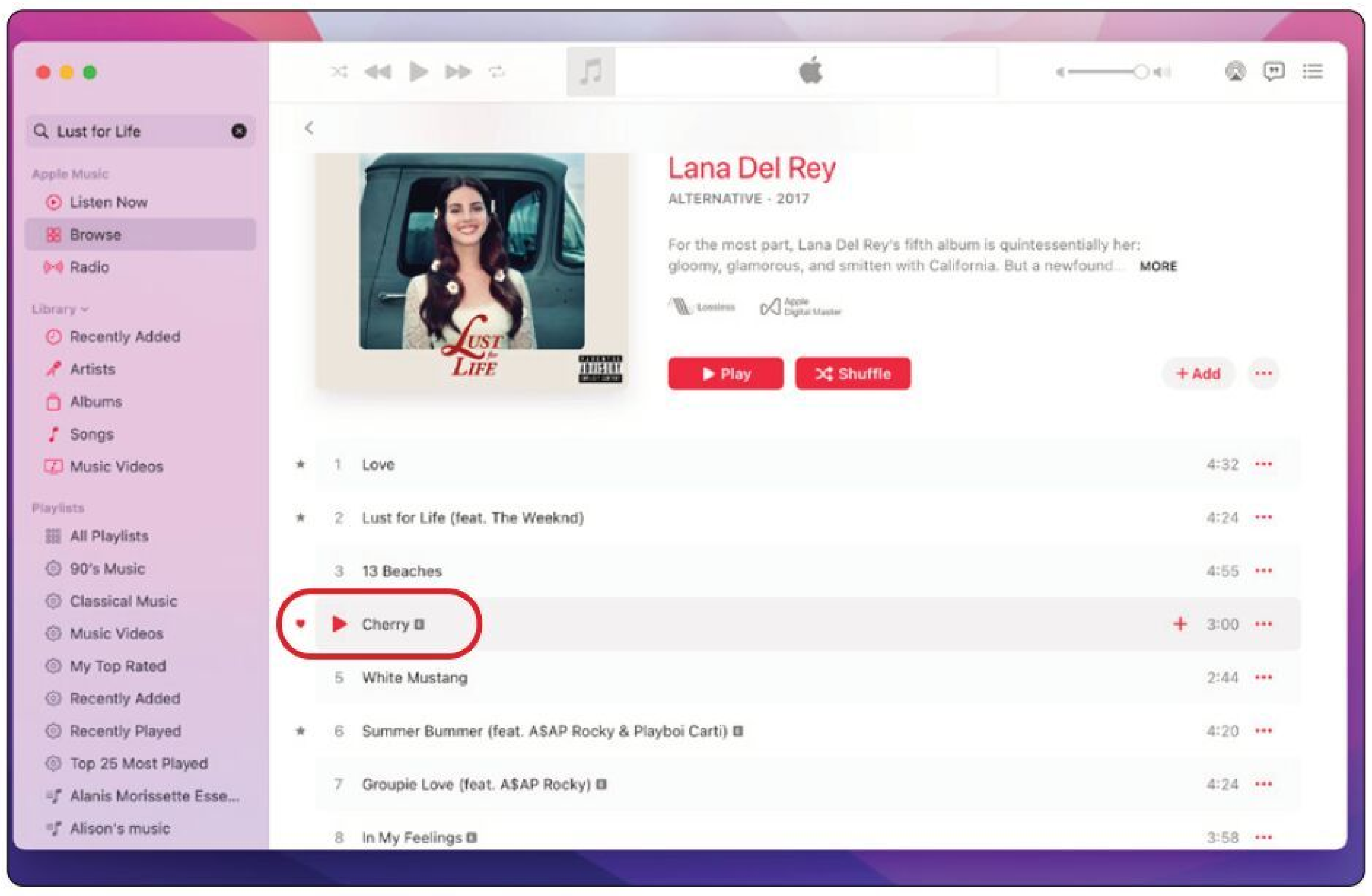
If you cancel now, you can still access your subscription until 01 Oct 2021.

**2** On the next page, you're shown your active subscriptions. Click on Apple Music's Edit link, and on the next page, you can change your subscription to a different one (individual, family or yearly) or cancel it altogether.

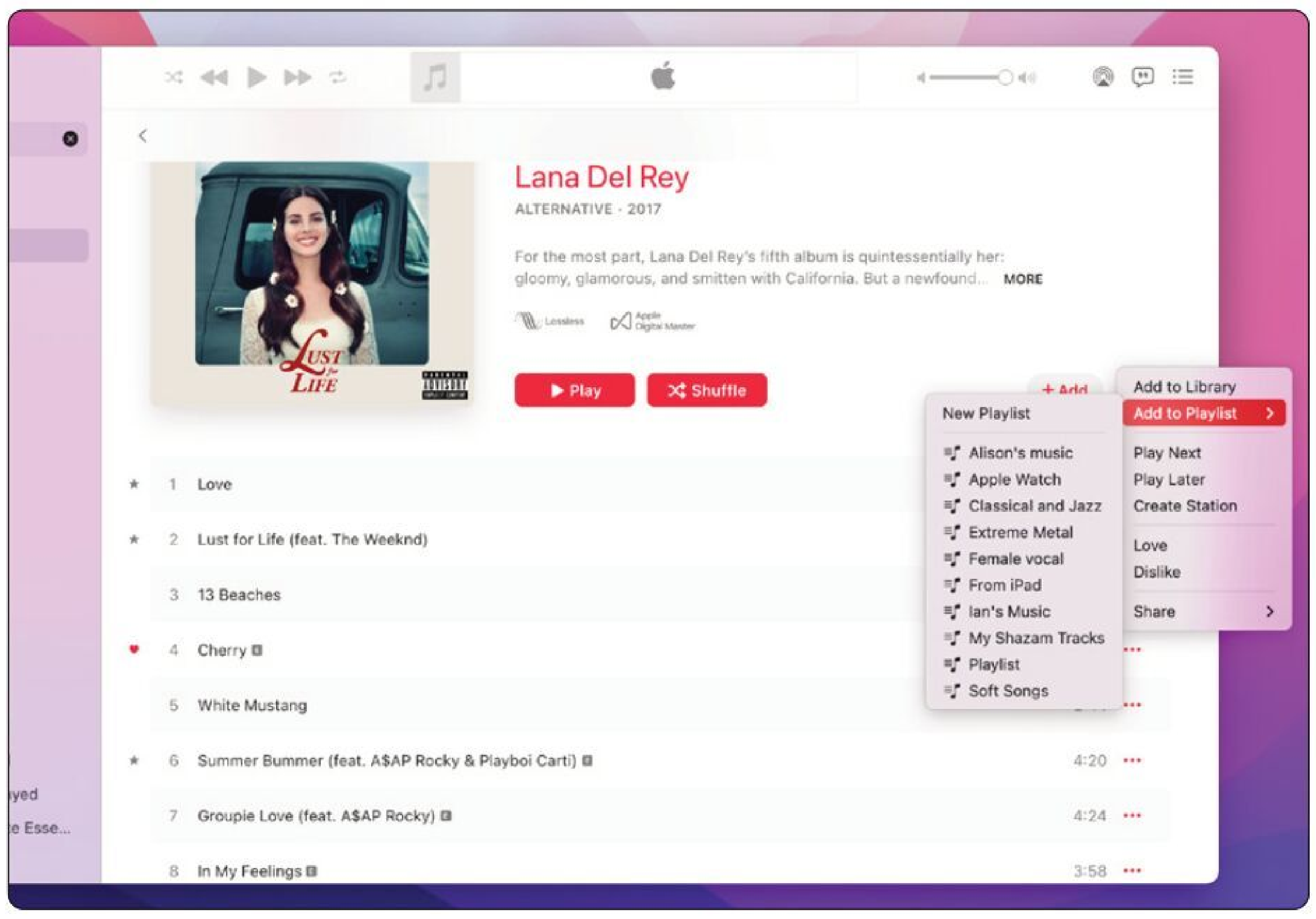
# Using Apple Music


Lust for Life
Lana Del Rey
ALTERNATIVE · 2017
Play
Shuffle
+ Add
Listen Now
Browse
Radio
Recently Added
Artists
Albums
Songs
Music Videos
Love
Lust for Life (feat. The Weeknd)
13 Beaches
Cherry
White Mustang
Summer Bummer (feat. A$AP Rocky & Playboi Carti)

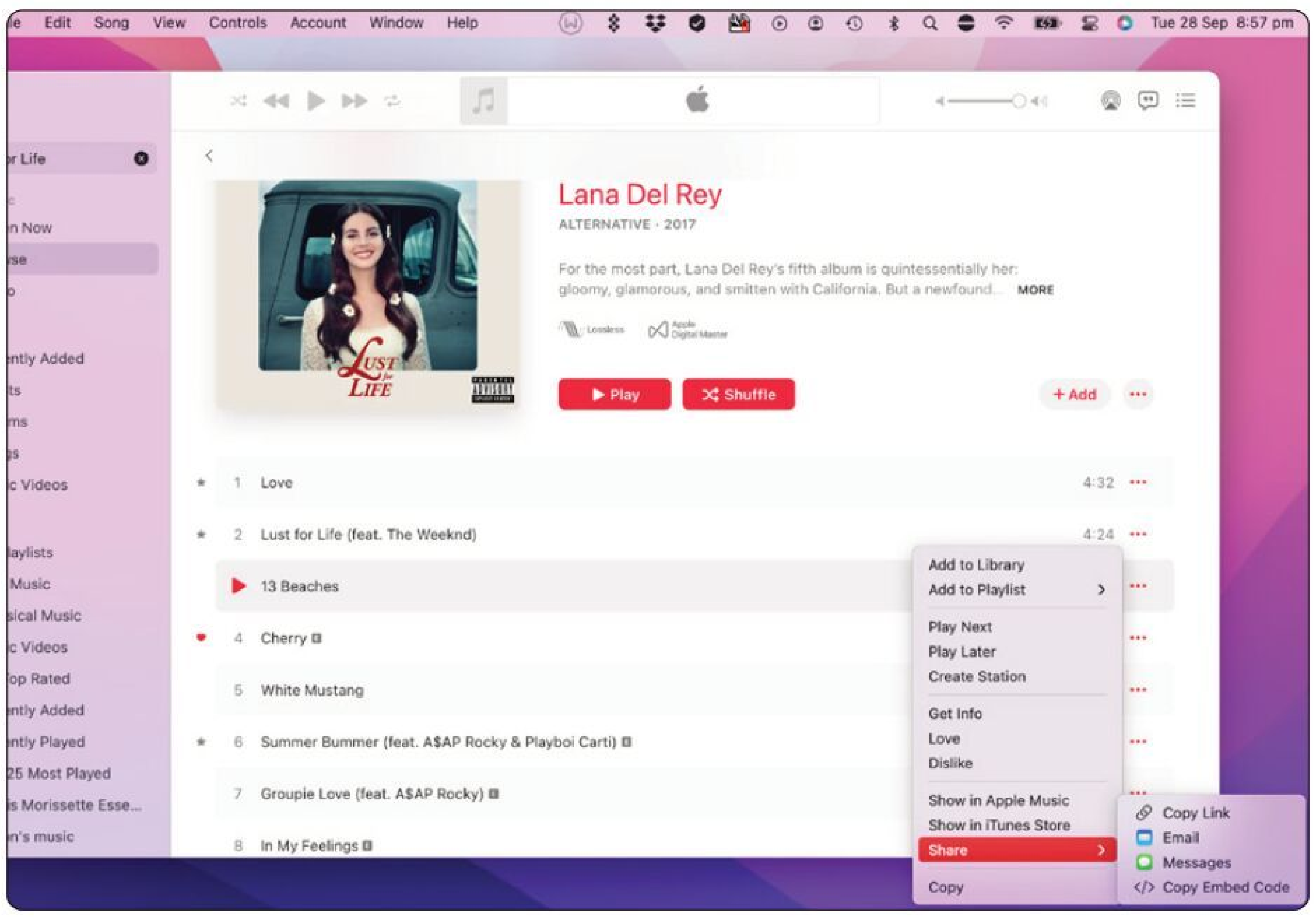
**1** Browse or search for the artist, album, or track to which you want to listen. Here we're looking at an album. Click Play to play it in its entirety, or Shuffle to play the tracks in a random order. Tracks marked with an 'E' in a box have explicit lyrics.


Lana Del Rey
ALTERNATIVE · 2017
Play
Shuffle
+ Add
Love
Lust for Life (feat. The Weeknd)
13 Beaches
Cherry
White Mustang
Summer Bummer (feat. A$AP Rocky & Playboi Carti)
Groupie Love (feat. A$AP Rocky)
In My Feelings

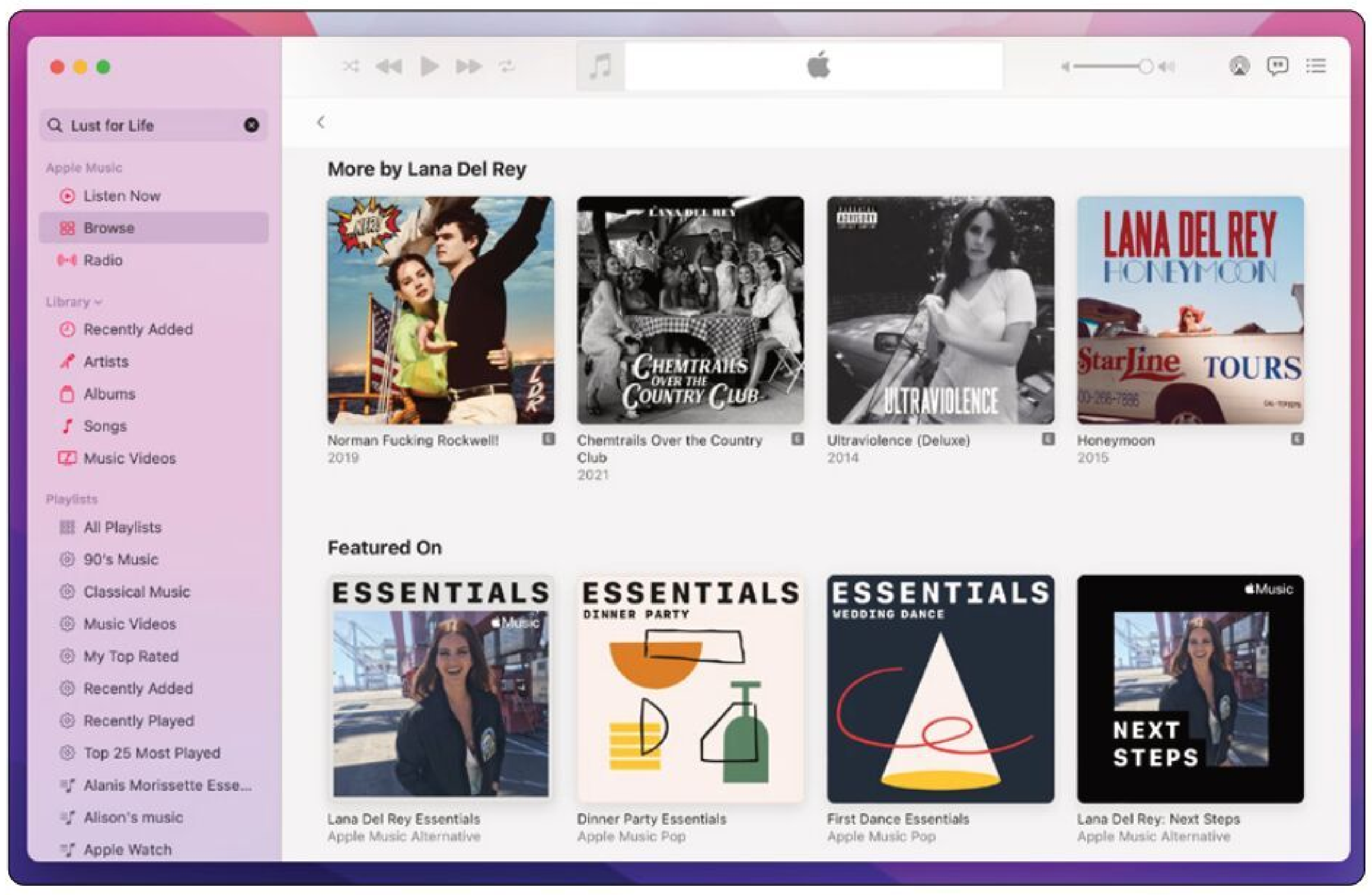
**2** Music controls such as Play and Pause are found at the top of the window. To identify tracks on an album you especially like, hover the pointer to the left of a track, and click the heart that appears. To cancel this, click on the heart a second time.


Add to Library
Add to Playlist
Play Next
Play Later
Create Station
Love
Dislike
Share
New Playlist
Alison's music
Apple Watch
Classical and Jazz
Extreme Metal
Female vocal
From iPad
Ian's Music
My Shazam Tracks
Playlist
Soft Songs

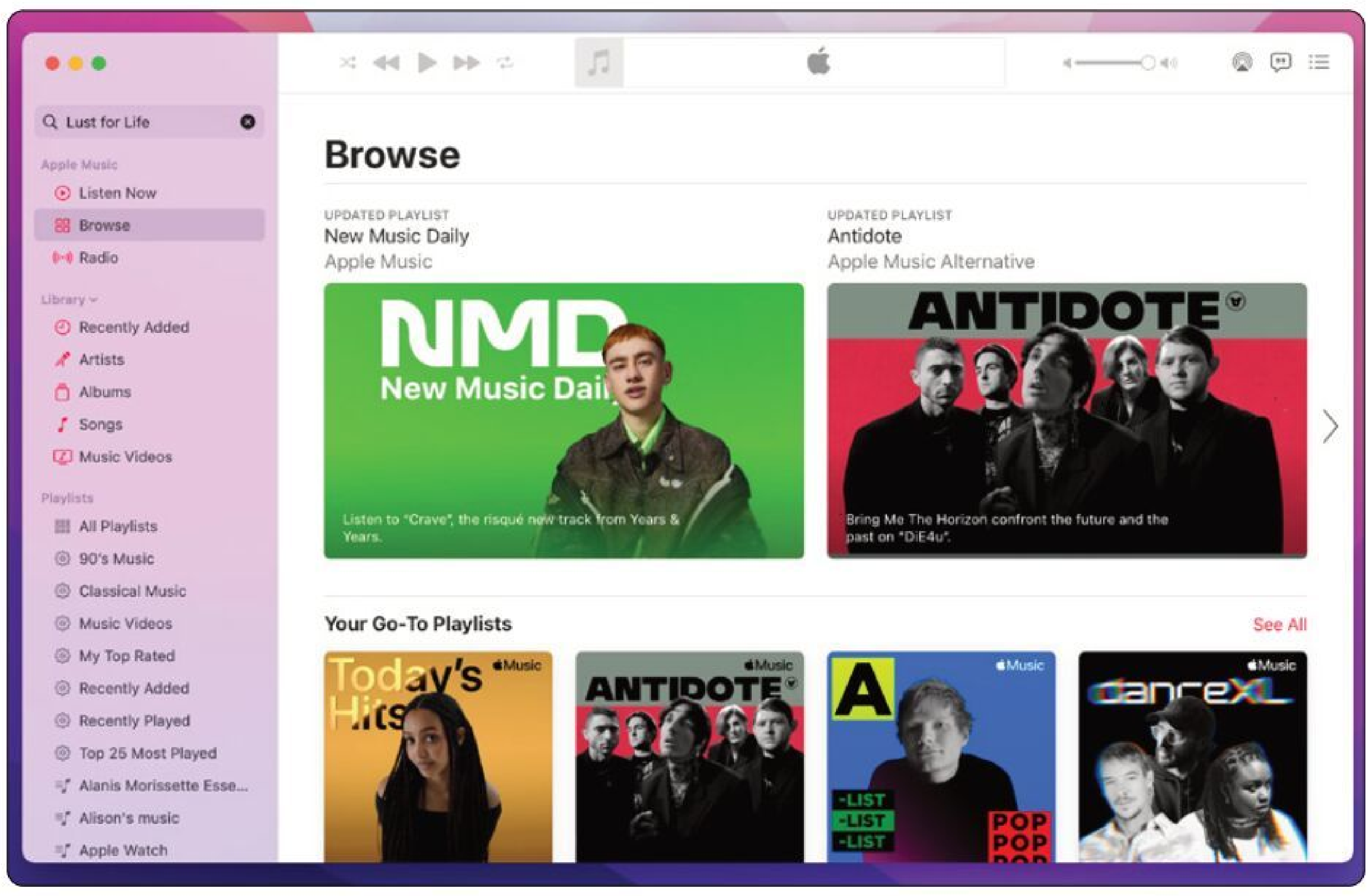
**3** Click the three-dots icon on the right above the tracks for a menu. Here you can add the album to a playlist or create a new one, share it with your friends, like or dislike the album as a whole, or create a station based on its artist.


Add to Library
Add to Playlist
Play Next
Play Later
Create Station
Get Info
Love
Dislike
Show in Apple Music
Show in iTunes Store
Share
Copy
Copy Link
Email
Messages
Copy Embed Code

**4** Each individual song also has a three-dots icon, offering a similar menu that applies to that track alone. You can also play the track by clicking the Play icon that appears when you hover the mouse/trackpad pointer over it.


More by Lana Del Rey
Norman Fucking Rockwell!
Chemtrails Over the Country Club
Ultraviolence (Deluxe)
Honeymoon
Featured On
Lana Del Rey Essentials
Dinner Party Essentials
First Dance Essentials
Lana Del Rey: Next Steps

**5** Apple Music is all about helping you to find music you enjoy listening to. When viewing an album, you can scroll up and other titles by the artist in question are shown. Click on one to open it in the main window, click the chevron to see more.

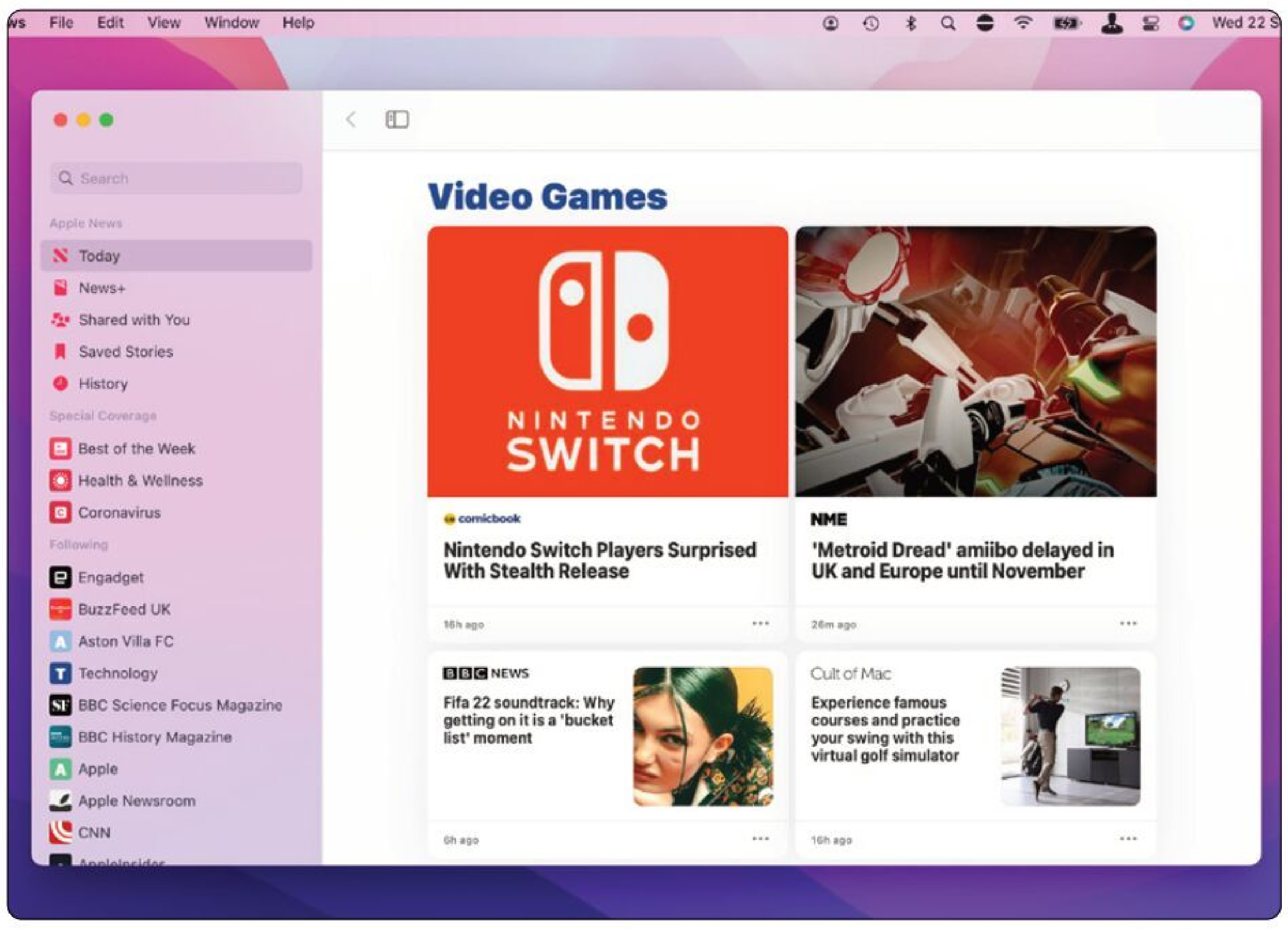

Browse
UPDATED PLAYLIST
New Music Daily
Apple Music
UPDATED PLAYLIST
Antidote
Apple Music Alternative
Your Go-To Playlists
See All

**6** The Browse section offers tracks, artists, albums, and playlists based on Apple Music editors' choices and new releases. It also offers current charts for various countries. The Radio section lets you listen by station or genre, and more.

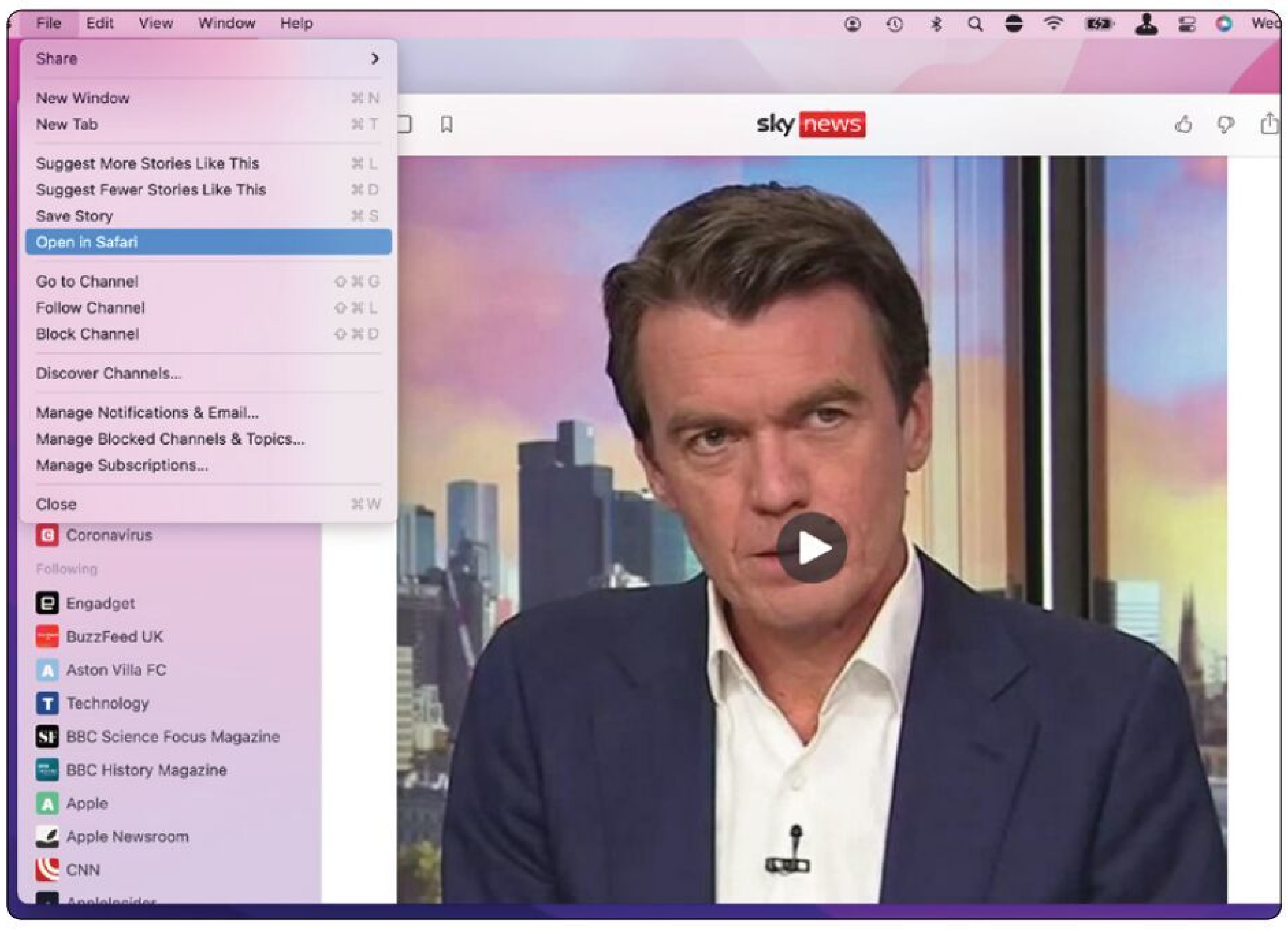
# News

## Stories and Features

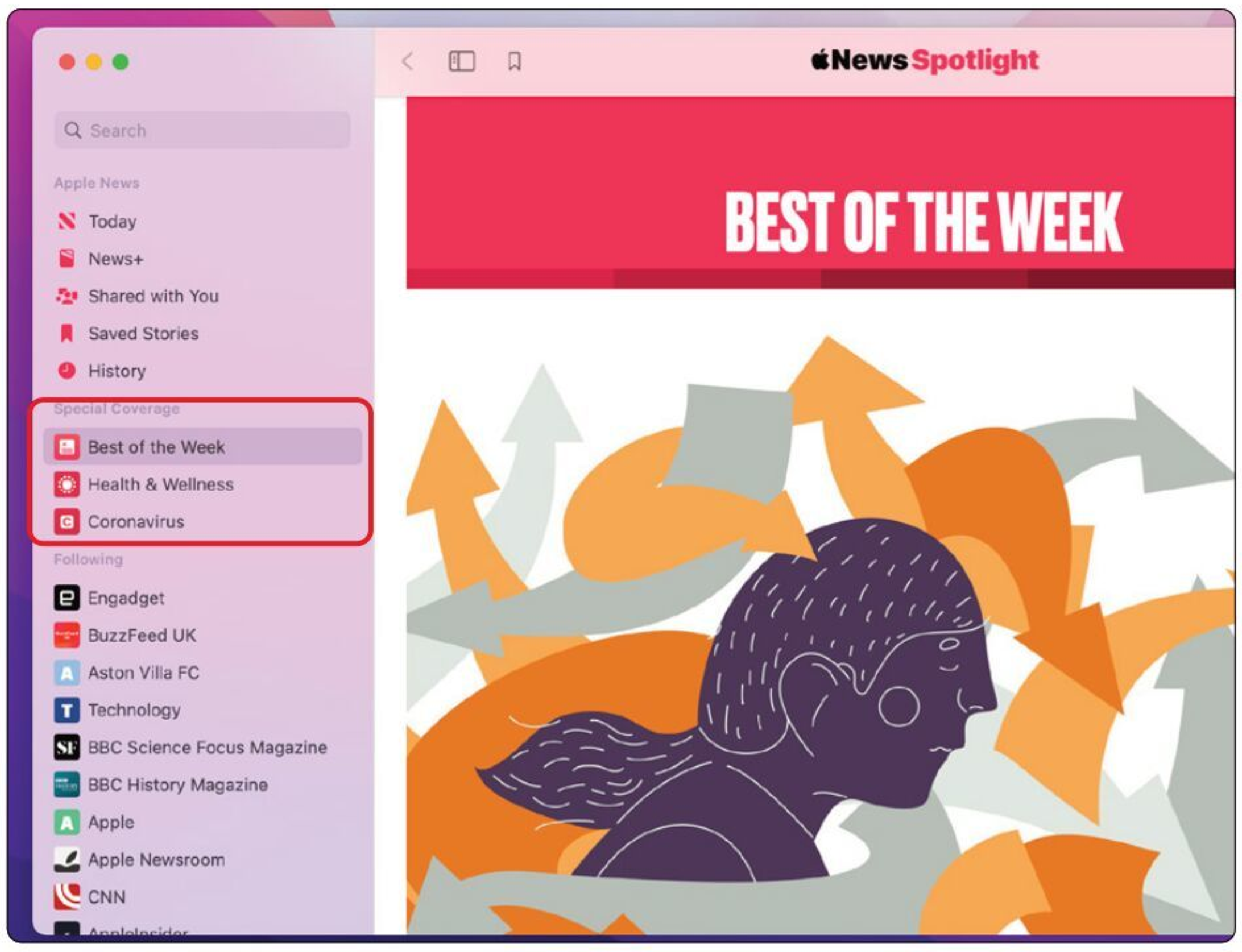
The News app is great for getting the important headlines as they break, from news sources around the world. If you subscribe to Apple News+ you can read a huge range of magazines and news publications on your Mac, and the app is customisable too, so you'll always be in the know with world events.


File Edit View Window Help
Search
Apple News
Today
News+
Shared with You
Saved Stories
History
Special Coverage
Best of the Week
Health & Wellness
Coronavirus
Following
Engadget
BuzzFeed UK
Aston Villa FC
Technology
BBC Science Focus Magazine
BBC History Magazine
Apple
Apple Newsroom
CNN
Video Games
NINTENDO SWITCH
comicbook
Nintendo Switch Players Surprised With Stealth Release
NME
'Metroid Dread' amiibo delayed in UK and Europe until November
BBC NEWS
Fifa 22 soundtrack: Why getting on it is a 'bucket list' moment
Cult of Mac
Experience famous courses and practice your swing with this virtual golf simulator

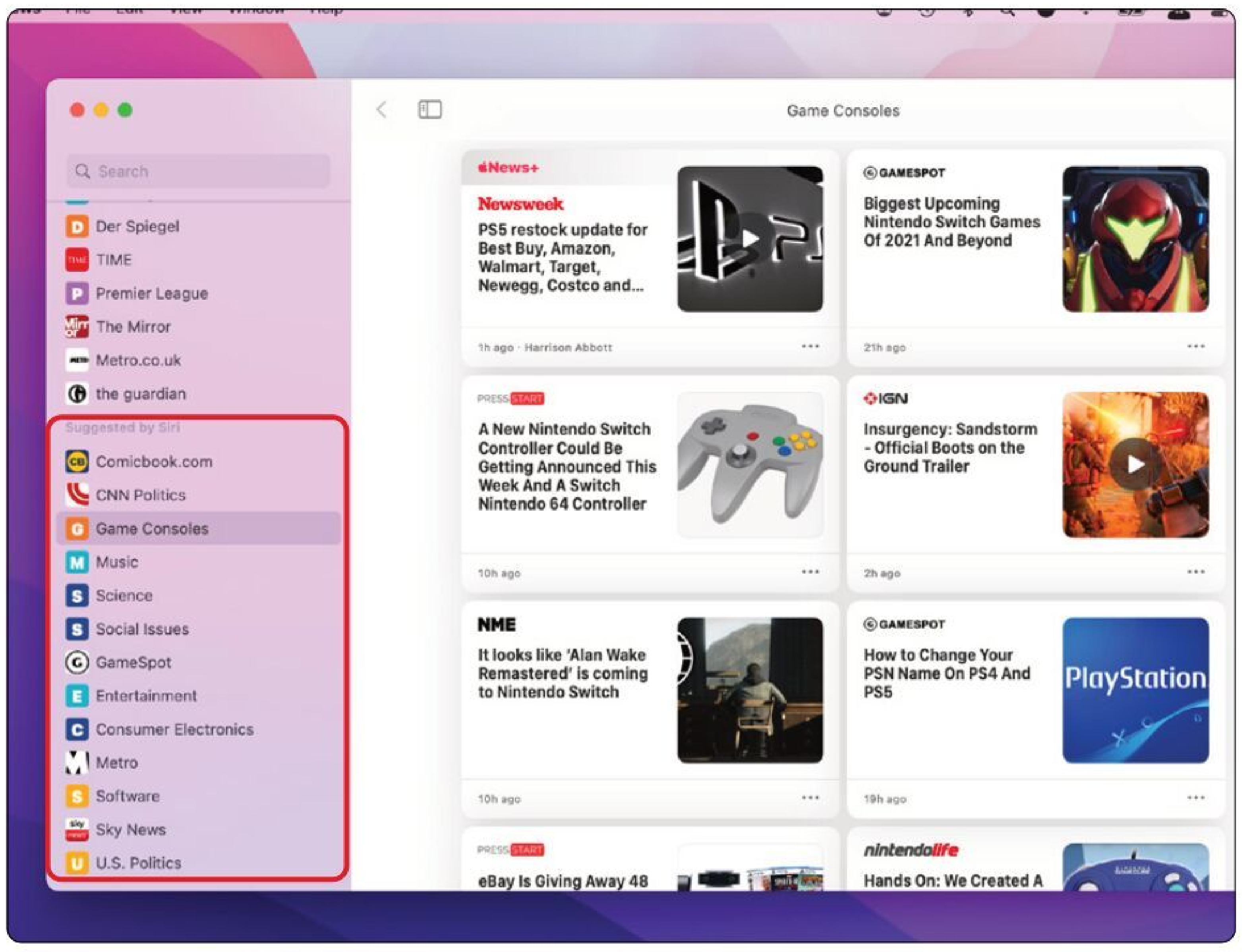
**1** When you first open the News app, you see a sidebar and a main window. The sidebar's Today option is selected, giving you a range of the day's top stories. Click on a story to open it and read it in full.


File Edit View Window Help
Share
New Window
New Tab
Suggest More Stories Like This
Suggest Fewer Stories Like This
Save Story
Open in Safari
Go to Channel
Follow Channel
Block Channel
Discover Channels...
Manage Notifications & Email...
Manage Blocked Channels & Topics...
Manage Subscriptions...
Close
Coronavirus
Following
Engadget
BuzzFeed UK
Aston Villa FC
Technology
BBC Science Focus Magazine
BBC History Magazine
Apple
Apple Newsroom
CNN
sky news

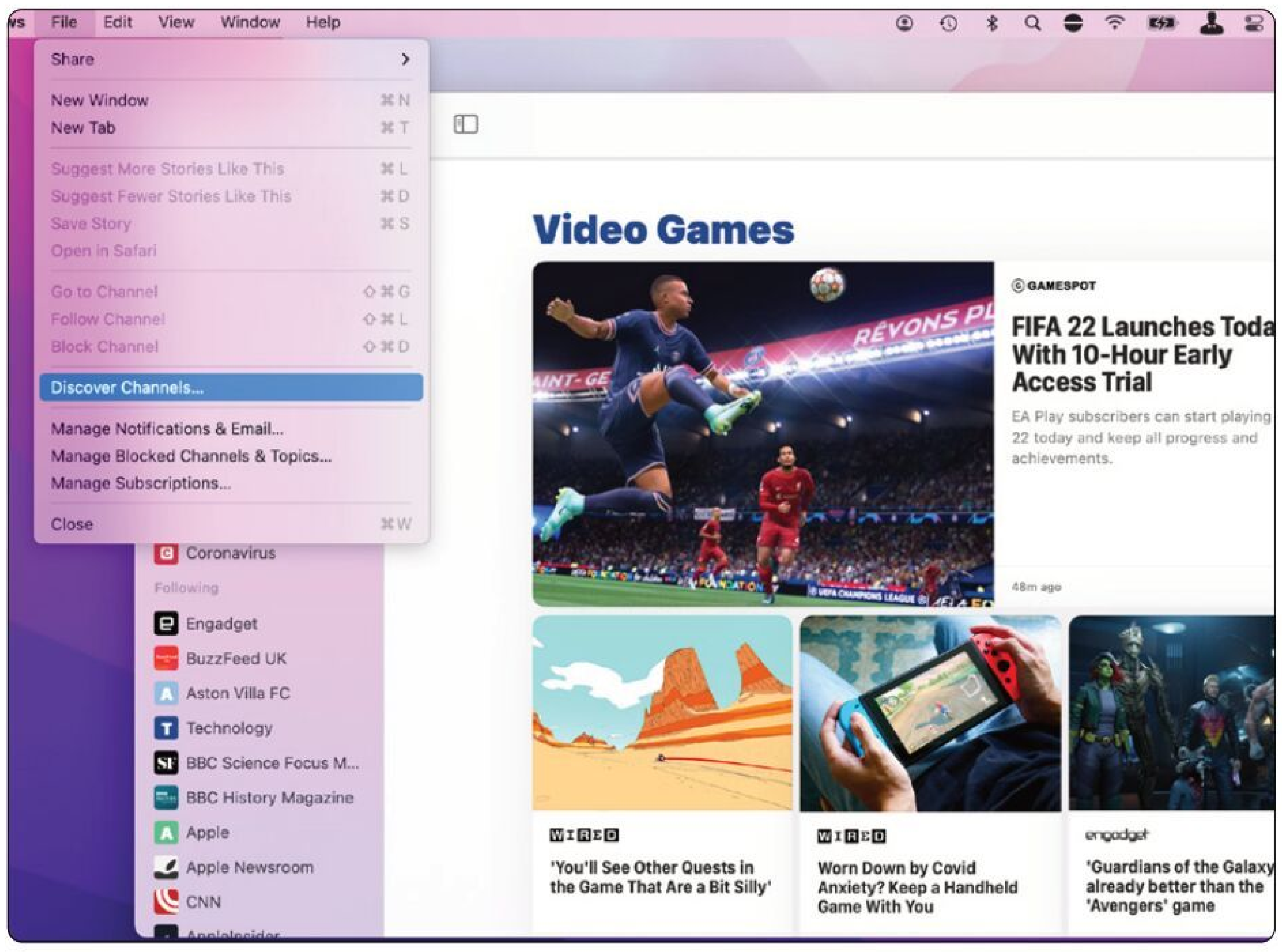
**2** When you open a news story, if it has a video it can be watched within the News app. In the File menu, there's an option to open the story in Safari. This takes you to the web page from which the story was drawn.


Search
Apple News
Today
News+
Shared with You
Saved Stories
History
Special Coverage
Best of the Week
Health & Wellness
Coronavirus
Following
Engadget
BuzzFeed UK
Aston Villa FC
Technology
BBC Science Focus Magazine
BBC History Magazine
Apple
Apple Newsroom
CNN
News Spotlight
BEST OF THE WEEK

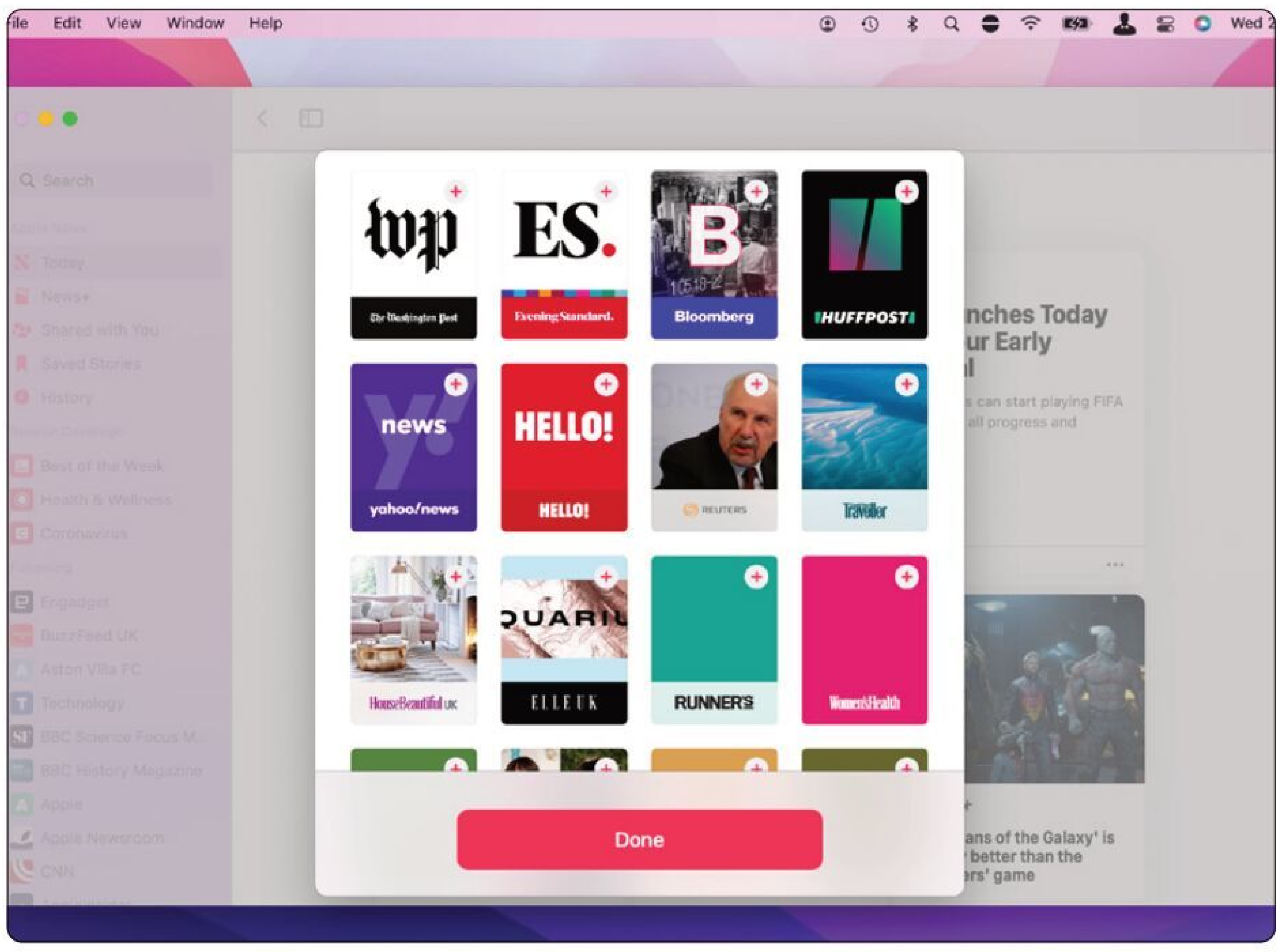
**3** The Special Coverage section gives you a selection of features chosen by Apple's editors. If you find a story you particularly like or dislike, use the thumbs up/down icons in the top-right corner to improve future suggestions.


Search
Der Spiegel
TIME
Premier League
The Mirror
Metro.co.uk
the guardian
Suggested by Siri
Comicbook.com
CNN Politics
Game Consoles
Music
Science
Social Issues
GameSpot
Entertainment
Consumer Electronics
Metro
Software
Sky News
U.S. Politics
Game Consoles
News+
Newsweek
PS5 restock update for Best Buy, Amazon, Walmart, Target, Newegg, Costco and...
GAMESPOT
Biggest Upcoming Nintendo Switch Games Of 2021 And Beyond
A New Nintendo Switch Controller Could Be Getting Announced This Week And A Switch Nintendo 64 Controller
IGN
Insurgency: Sandstorm - Official Boots on the Ground Trailer
NME
It looks like 'Alan Wake Remastered' is coming to Nintendo Switch
GAMESPOT
How to Change Your PSN Name On PS4 And PS5
PlayStation
eBay Is Giving Away 48
nintendolife
Hands On: We Created A

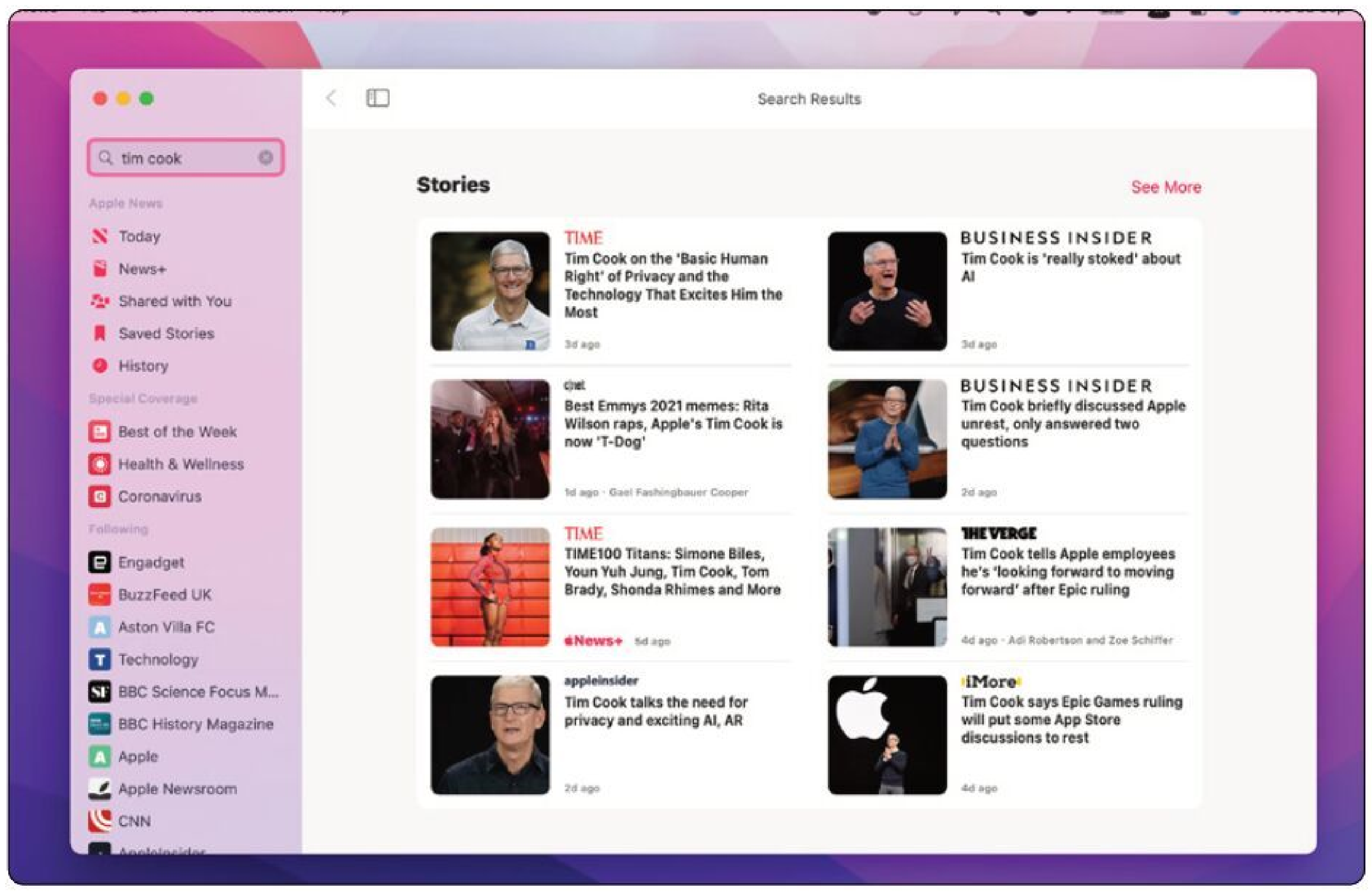
**4** In the sidebar section titled 'Suggested by Siri', you see various subjects the News app thinks might interest you. The stories work just like in the other sections; click one to open it, click the chevron in the top-left to go back a page.


File
Edit
View
Window
Help
Share
New Window
New Tab
Suggest More Stories Like This
Suggest Fewer Stories Like This
Save Story
Open in Safari
Go to Channel
Follow Channel
Block Channel
Discover Channels...
Manage Notifications & Email...
Manage Blocked Channels & Topics...
Manage Subscriptions...
Close
Video Games
FIFA 22 Launches Today With 10-Hour Early Access Trial
Coronavirus
Following
Engadget
BuzzFeed UK
Aston Villa FC
Technology
BBC Science Focus M...
BBC History Magazine
Apple
Apple Newsroom
CNN

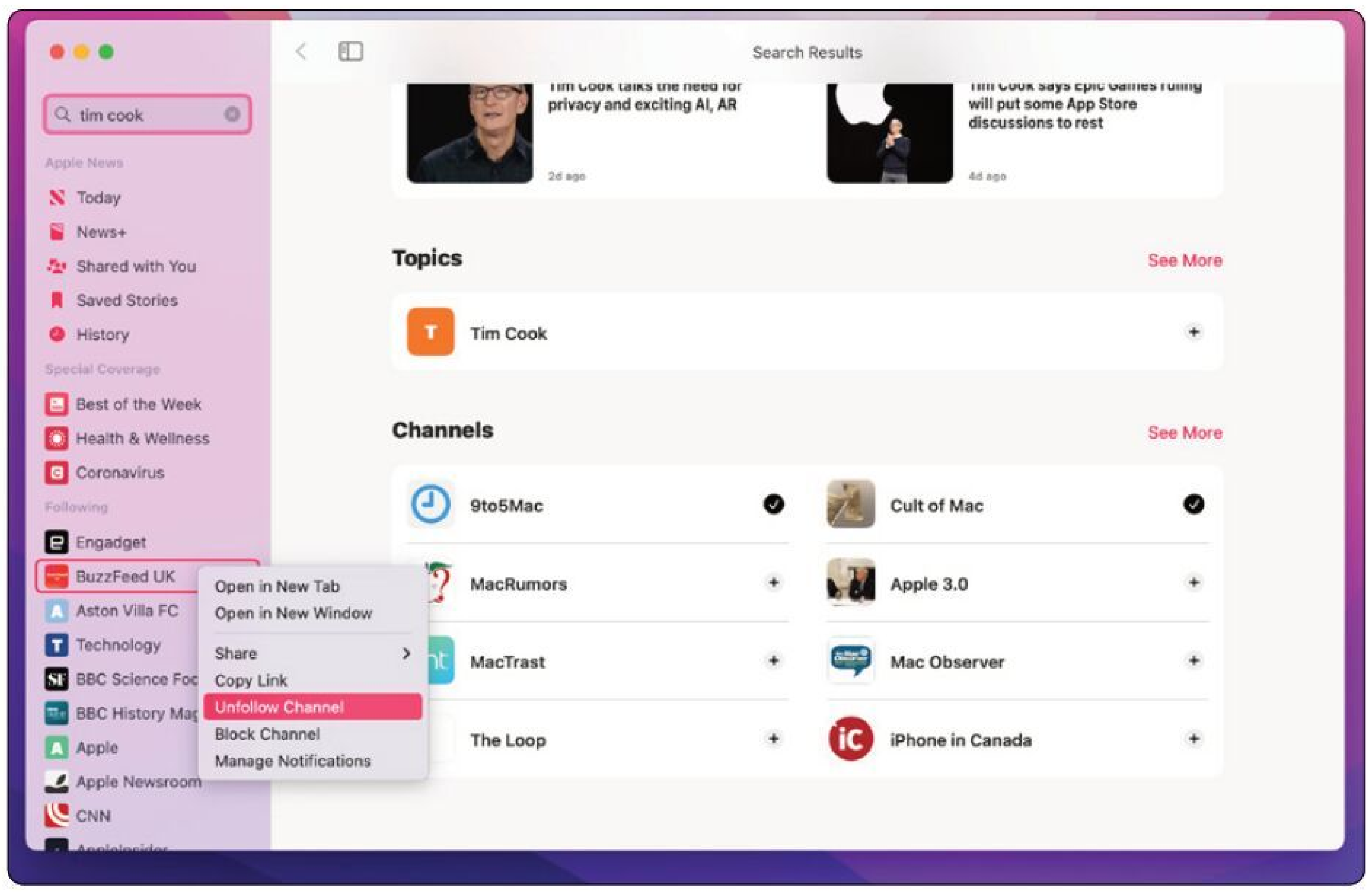
**5** In the File menu is an option called Discover Channels & Topics. Click it for a range of news sources and subjects for you to choose from. Click the plus sign in the corner of any you especially like.


Bloomberg
HUFFPOST
news
yahoo/news
HELLO!
RUNNER'S
Done

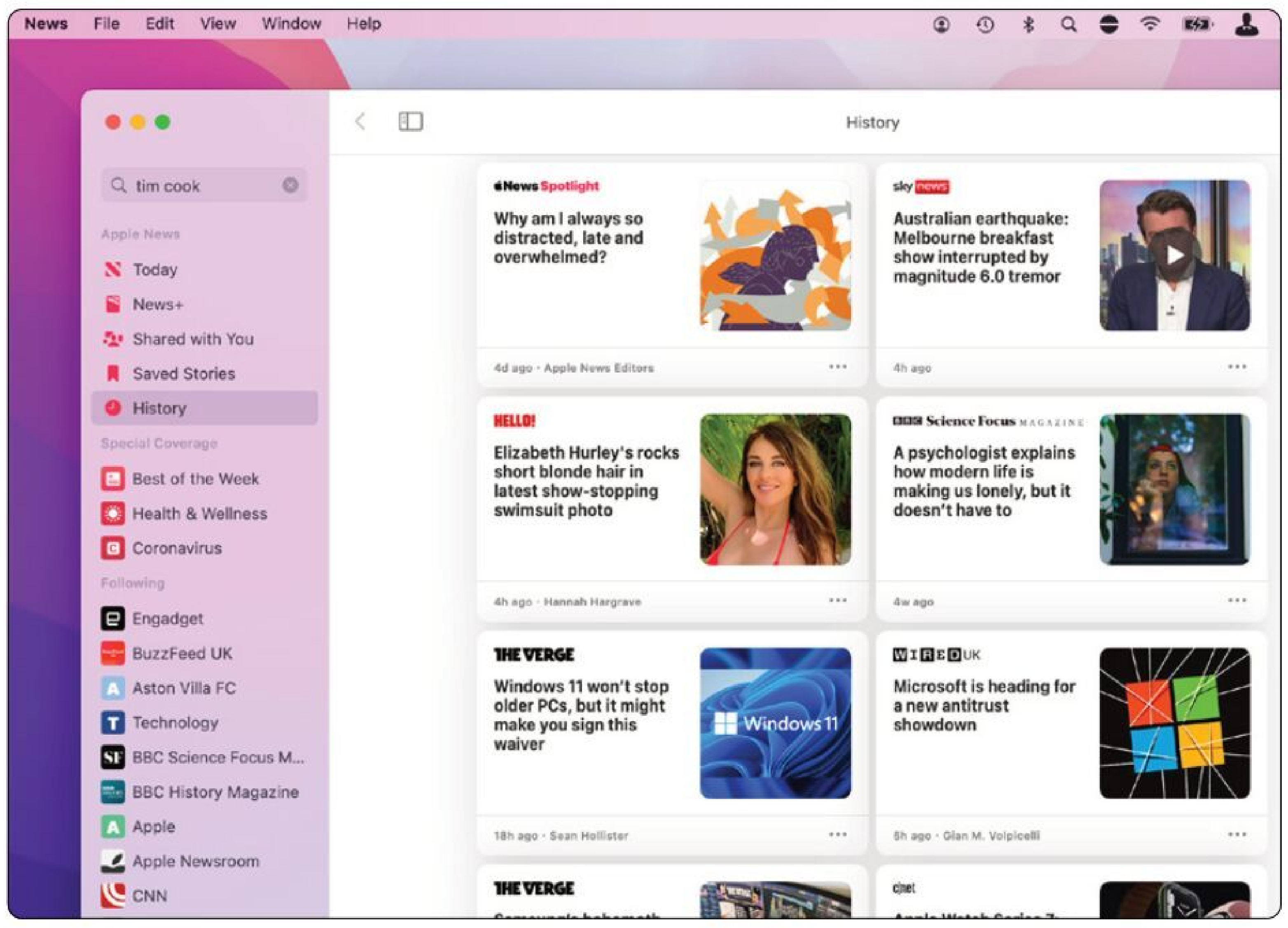
**6** Scroll down the window for more channels and topics. Select as many or as few as you like. When you're finished, click the Done button at the bottom. Your new sources have been added to your sidebar.


tim cook
Search Results
Stories
See More
Today
News+
Shared with You
Saved Stories
History

**7** In the top left corner, you can see a search field. Enter a search term for a subject or source you're interested in and you're given a list of individual stories and channels, which write about that subject.


tim cook
Search Results
Topics
See More
Tim Cook
Channels
See More
9to5Mac
Cult of Mac
MacRumors
Apple 3.0
MacTrast
Mac Observer
The Loop
iPhone in Canada
Open in New Tab
Open in New Window
Share
Copy Link
Unfollow Channel
Block Channel
Manage Notifications

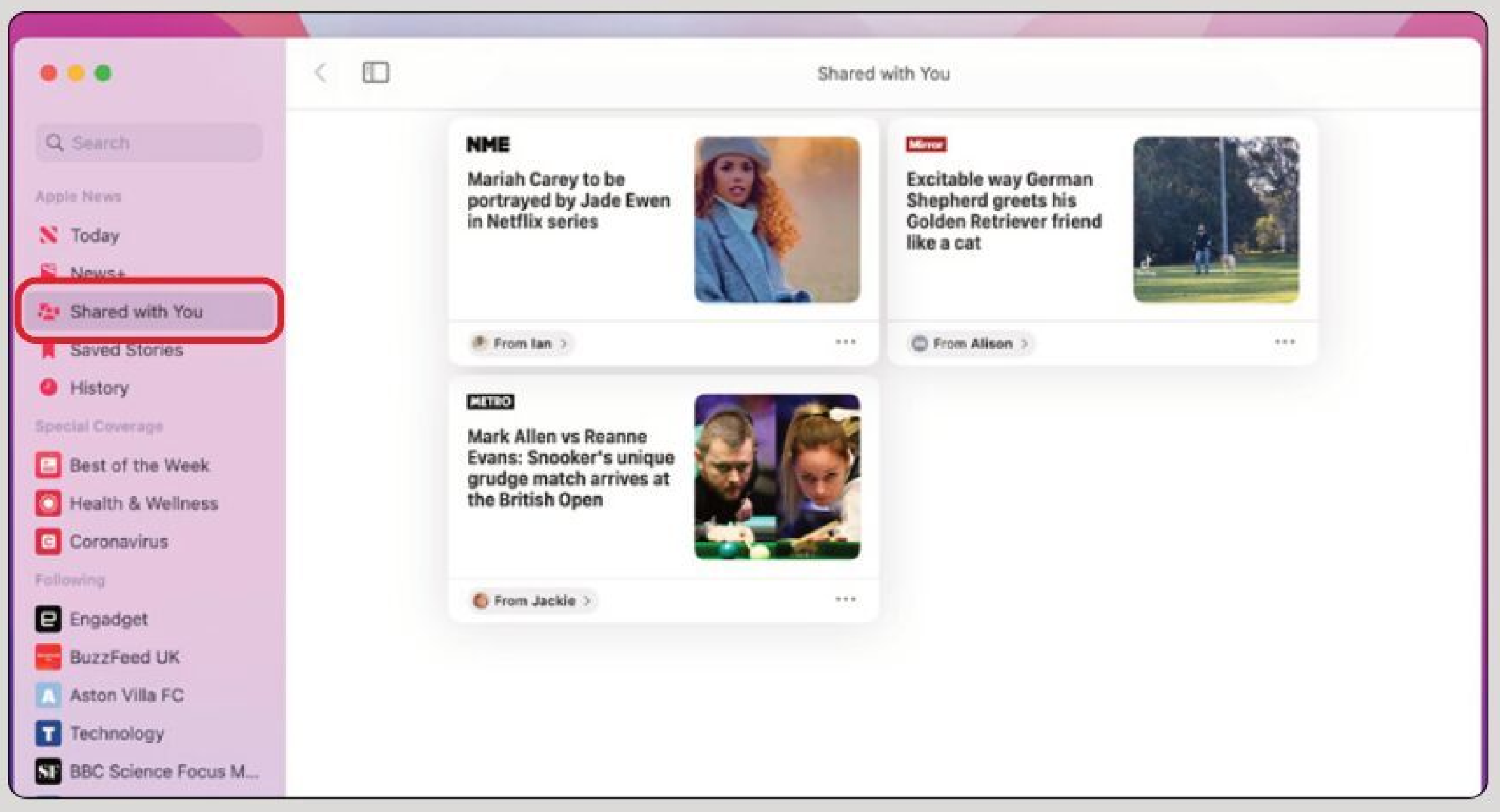
**8** Scroll up the search results for a list of channels and topics relating to the search. Click the plus sign to add that channel or topic to your sidebar. To remove a channel or topic, right-click on it and then select Unfollow.


News
File
Edit
View
Window
Help
History
tim cook
Today
News+
Shared with You
Saved Stories
History
Special Coverage
Best of the Week
Health & Wellness
Coronavirus
Following

**9** To save a story for later reading, select Save Story in the File menu. Click Saved Stories in the sidebar to see the pages you've saved. To go back to a story you've previously read, click the History option in the sidebar.

## Shared with You.

You can share News articles using the macOS Share icon. If someone shares a story with you using Messages, it appears in a sidebar category called Shared with You. The person who shared it is indicated under each shared story.


Shared with You
From Ian
From Alison
From Jackie

# Photos

## Manage Your Images

Monterey sees minor updates to the Photos app. Memories has a new look, and you can use Apple Music for background tunes. The information panel is more comprehensive, and facial recognition is improved. The interface has been tweaked too.

**1** Use this button to toggle between regular thumbnails of your photos, as seen here, and square-shaped images that leave little border.

**2** This slider increases and decreases the size of your preview images.

**3** Use these buttons to view your photos arranged according to the year, month, or day in which they were taken.

**4** Click here to see all your photographs in the Photos app, arranged as thumbnails. Double-click on a thumbnail to open a photo.

**5** Select or open a photo and then click the 'i' for the information window. Here you can review and edit where and when it was taken, add captions and more.

**6** The Share button lets you add the picture to shared albums, send it using Mail, AirDrop, Messages and more, add it to Notes or Reminders and even set a desktop picture.

**7** Choose a photo and click the heart to identify a picture as one of your favourites.

**8** Rotate the image 90% anti-clockwise. Hold Alt to turn it clockwise instead. Useful if a picture that's been imported is not the right way up.

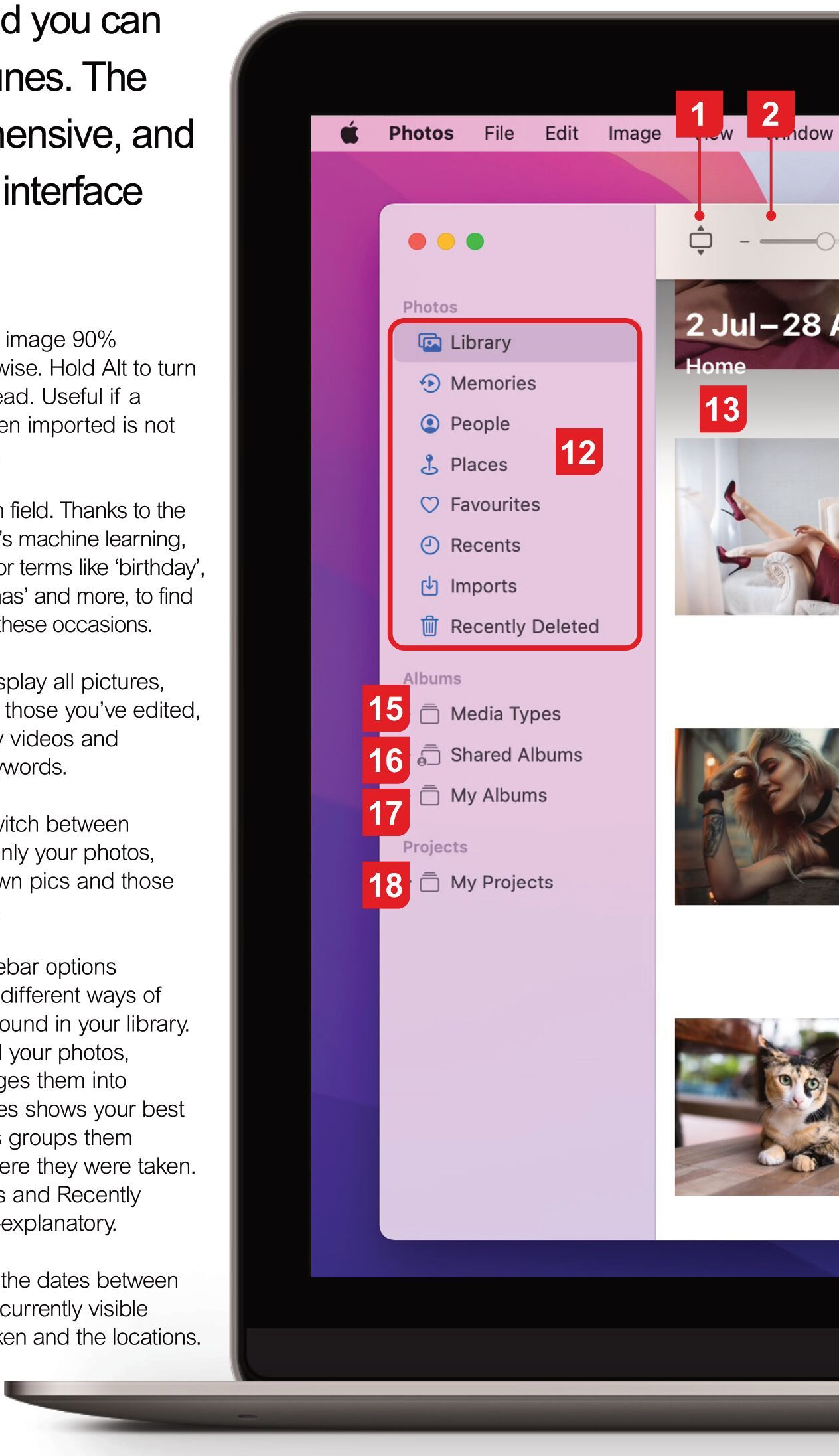
**9** The search field. Thanks to the Photo app's machine learning, you can search for terms like 'birthday', 'holiday', 'Christmas' and more, to find photos taken on these occasions.

**10** Filter to display all pictures, favourites, those you've edited, only photos, only videos and according to keywords.

**11** Click to switch between showing only your photos, and both your own pics and those shared with you.

**12** These sidebar options represent different ways of viewing photos found in your library. Photos shows all your photos, Memories arranges them into groups, Favourites shows your best pics, and Places groups them according to where they were taken. Recents, Imports and Recently Deleted are self-explanatory.

**13** These are the dates between which the currently visible pictures were taken and the locations.



**14** The heart seen in the corner here shows you've identified this photo as a favourite. Click the heart to unfavourite it again.

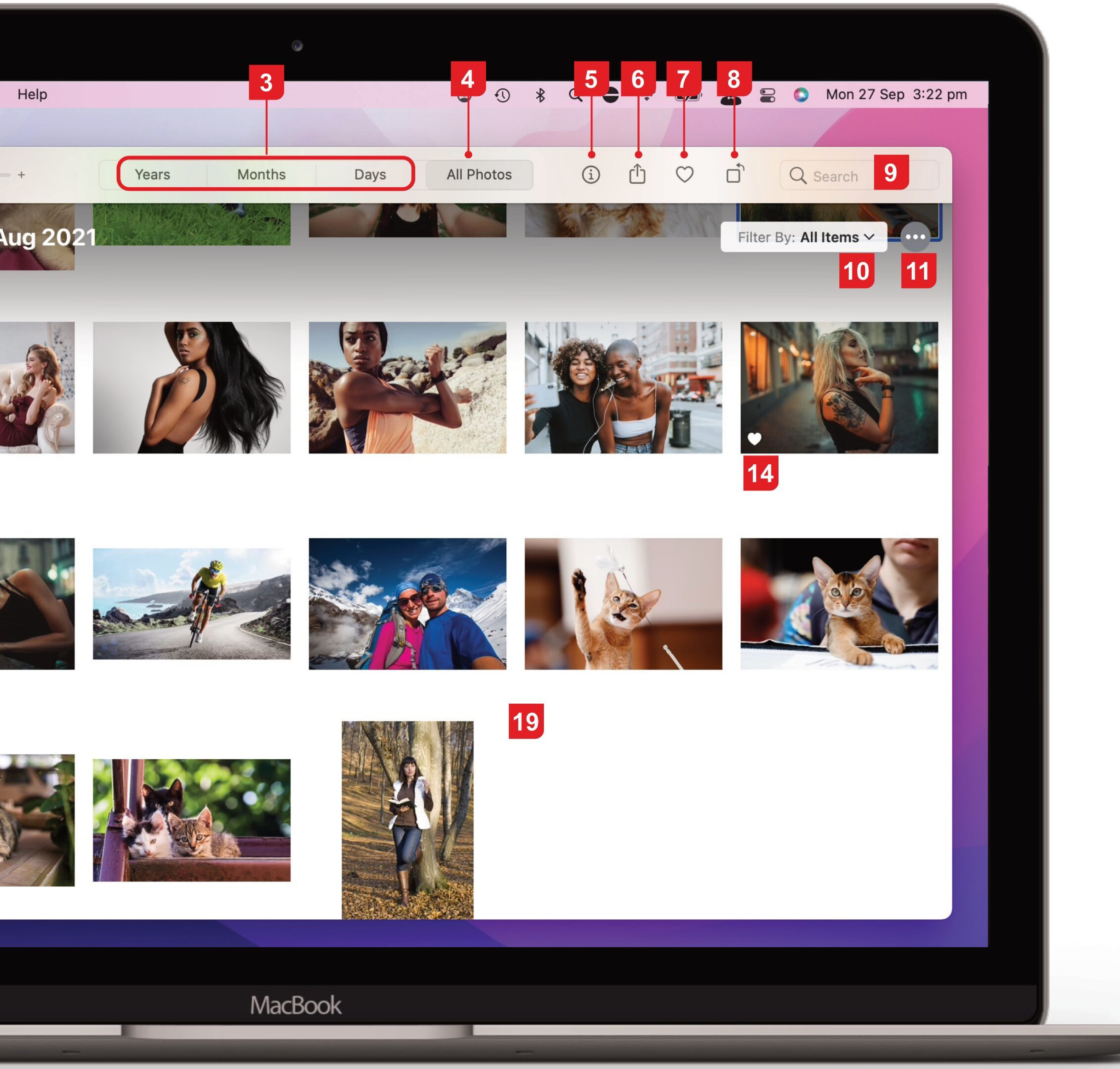
**15** Click here to arrange and view your media according to type, such as Videos, Selfies, Live Photos, Screenshots and more.

**16** Click the chevron to expand the Shared Albums category. Photos you've shared on iCloud are listed in Activity, and Shared Albums shows the albums in which they were shared. Hover over Shared Albums and click the plus sign that appears to the right to start a new, shared album.

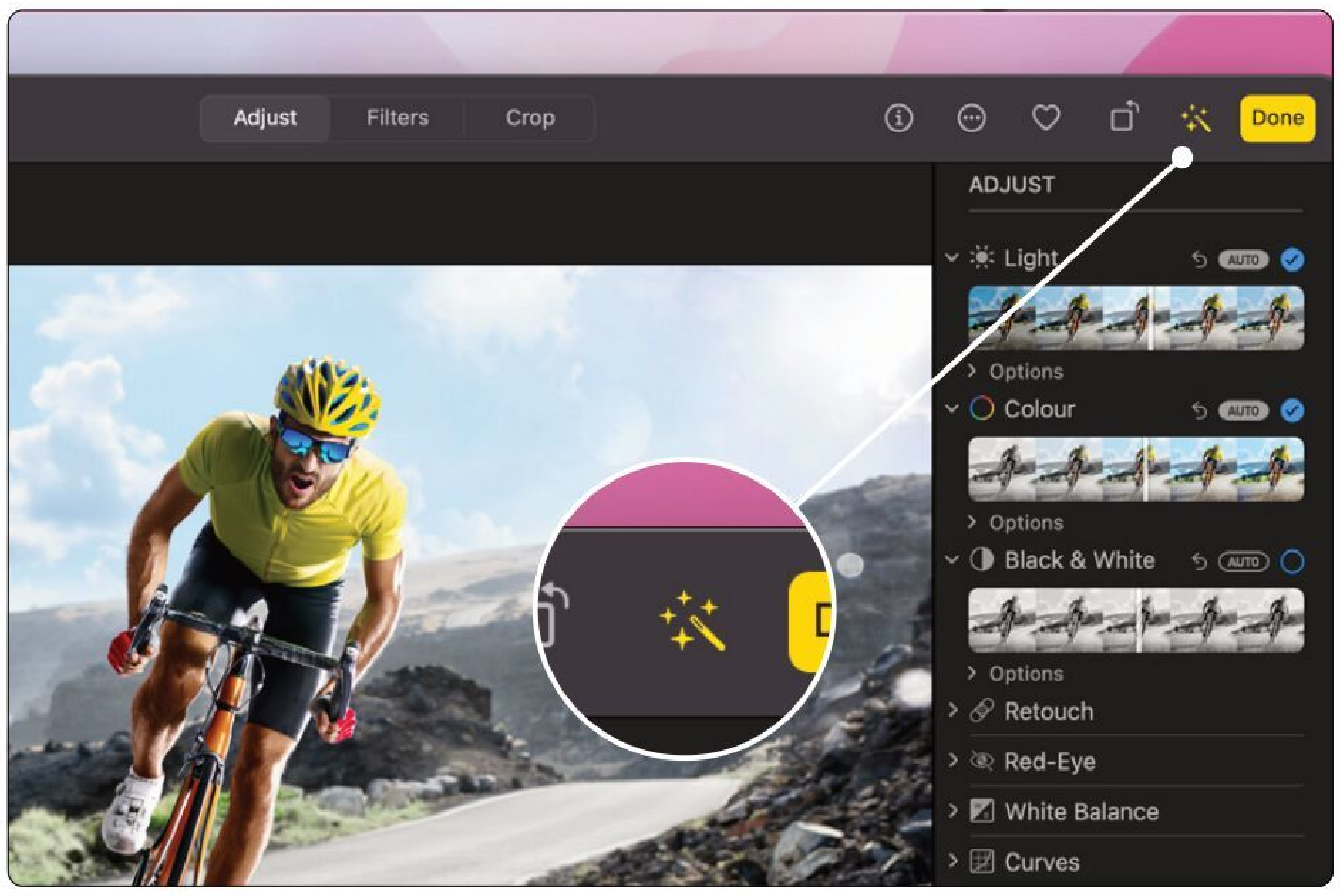
**17** These are your albums, whether created by yourself or put together automatically by the app.

**18** If you make a book, calendar, card, print, wall decor or slideshow based on your photos, they appear here. Apple no longer sells prints, but you can get apps from the App Store for third-party services. Hover over My Projects and click the plus sign to start a new project.

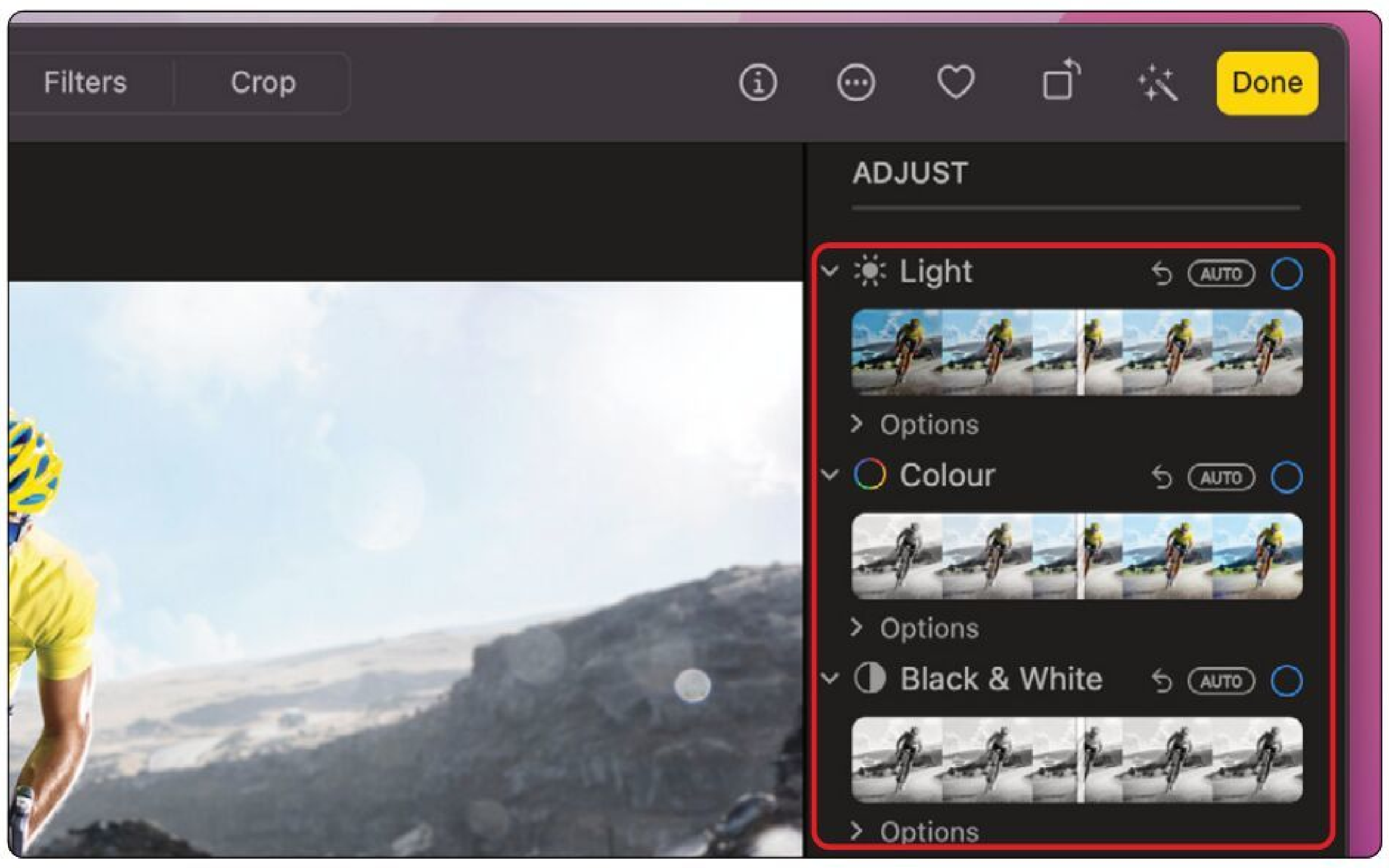
**19** Your pictures, arranged as thumbnails. Click on one to open it, after which you can swipe through them or choose one from the preview bar under an open photo.



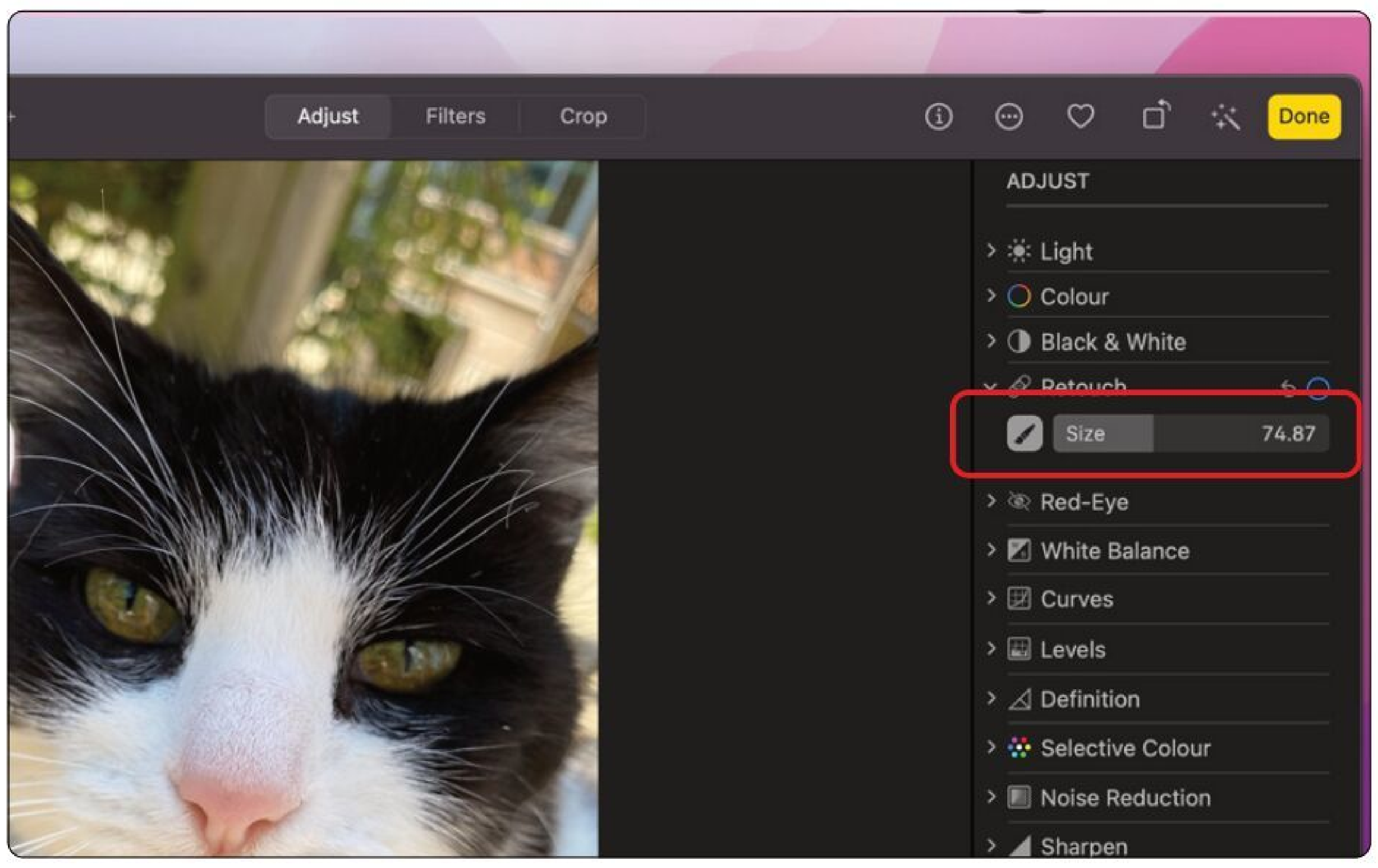
# The Editing Tools


Adjust
Filters
Crop
Done
ADJUST
Light
AUTO
Options
Colour
AUTO
Options
Black & White
AUTO
Options
Retouch
Red-Eye
White Balance
Curves

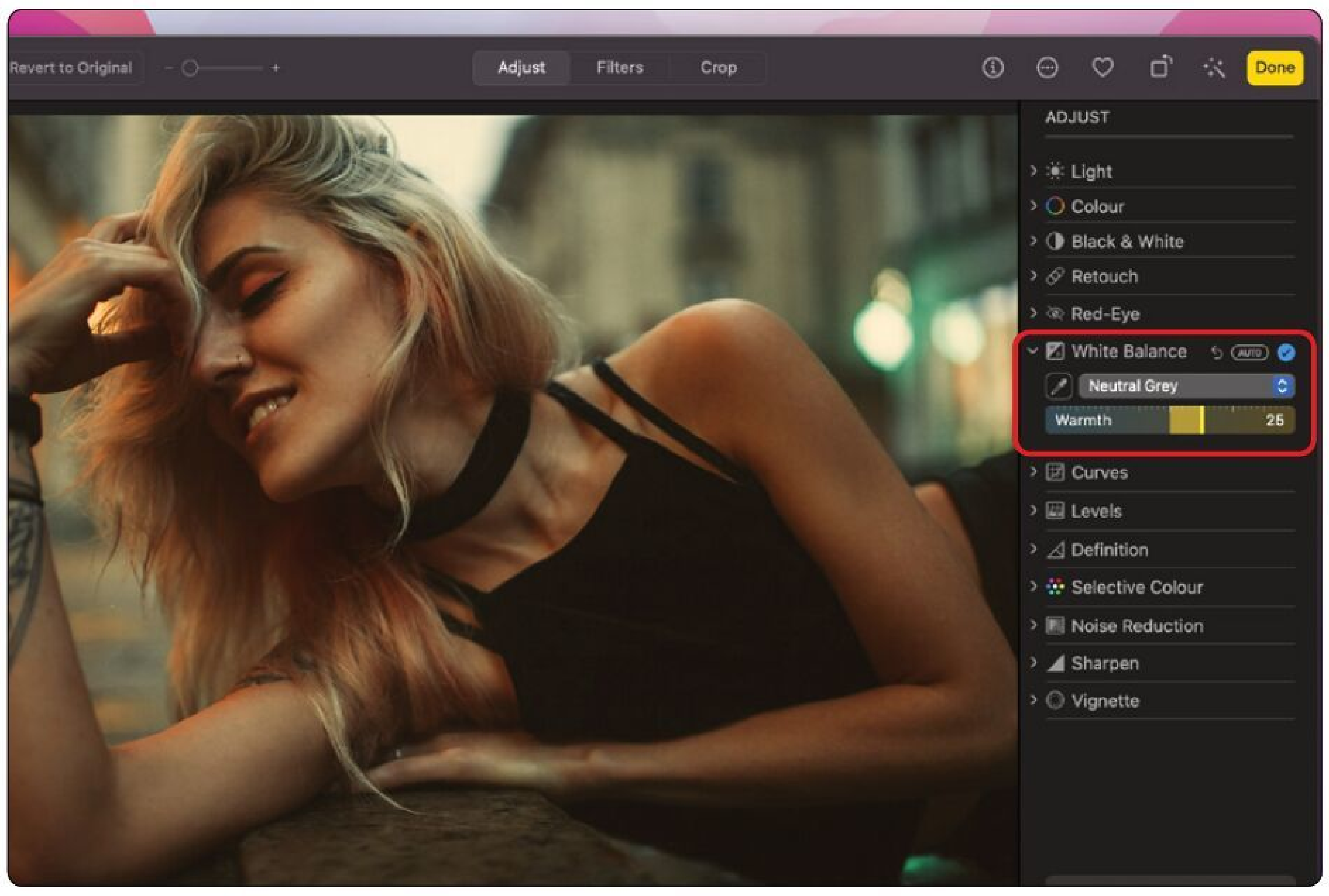
**1** Open a photo and click Edit. Use the Wand tool to automatically enhance your pic or click the Edit button to make manual adjustments. In Editing Mode, the Edit button changes to 'Done'. Click this when you've finished your edits.


Filters
Crop
Done
ADJUST
Light
AUTO
Options
Colour
AUTO
Options
Black & White
AUTO
Options

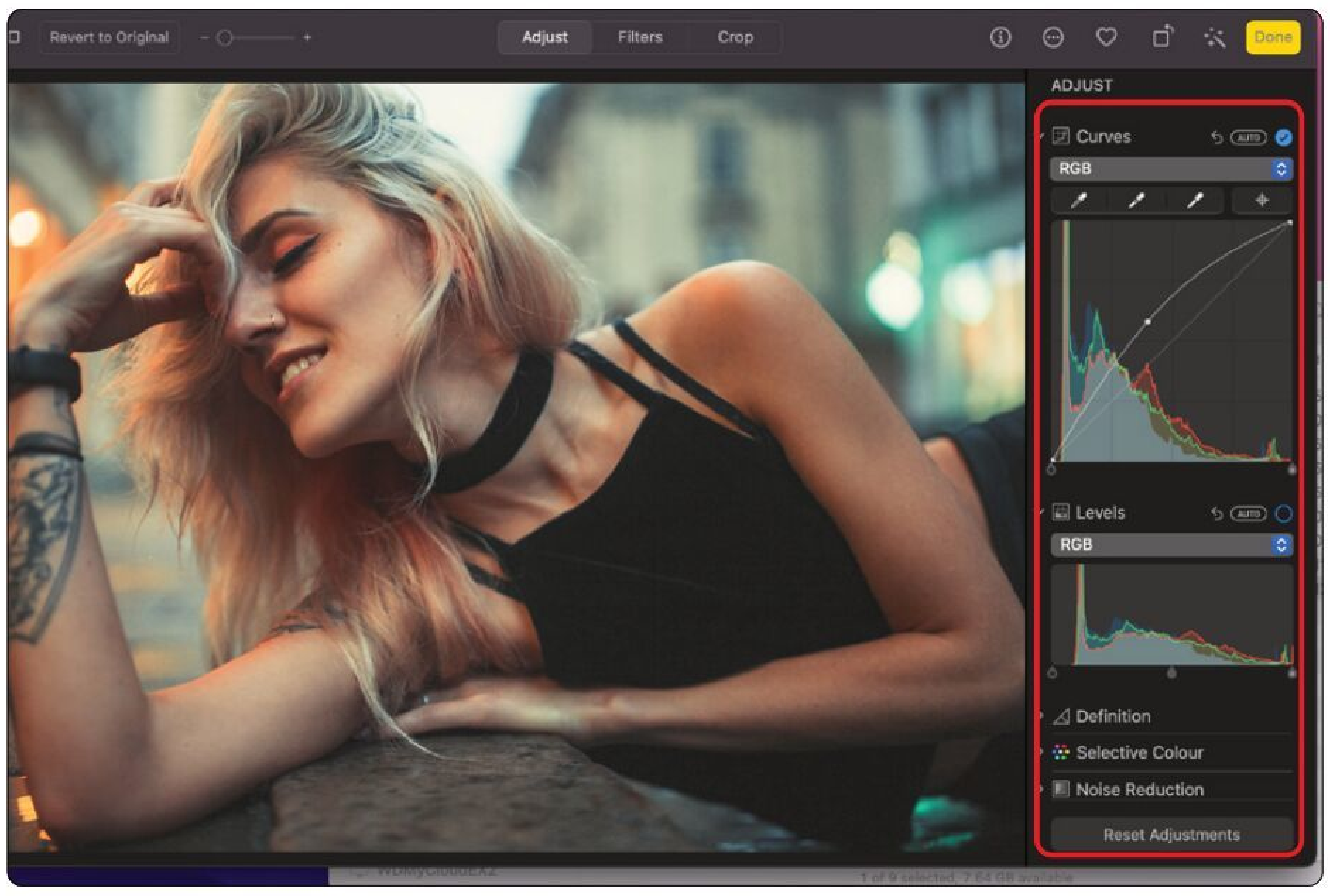
**2** Click a triangle in the sidebar to open a tool. The Light, Colour and Black & White tools give you sliders to increase or reduce the brightness and saturation or switch to a monochrome image. Click the Options triangles for more advanced editing tools.


Adjust
Filters
Crop
Done
ADJUST
Light
Colour
Black & White
Retouch
Size
74.87
Red-Eye
White Balance
Curves
Levels
Definition
Selective Colour
Noise Reduction
Sharpen

**3** Retouch removes unwanted objects from a picture. Click the brush, then click and drag to paint over the object. Let go and it's removed. Red Eye lets you paint out red pupils caused by camera flash. You can adjust the brush size with both tools.


Revert to Original
Adjust
Filters
Crop
Done
ADJUST
Light
Colour
Black & White
Retouch
Red-Eye
White Balance
AUTO
Neutral Grey
Warmth
25
Curves
Levels
Definition
Selective Colour
Noise Reduction
Sharpen
Vignette

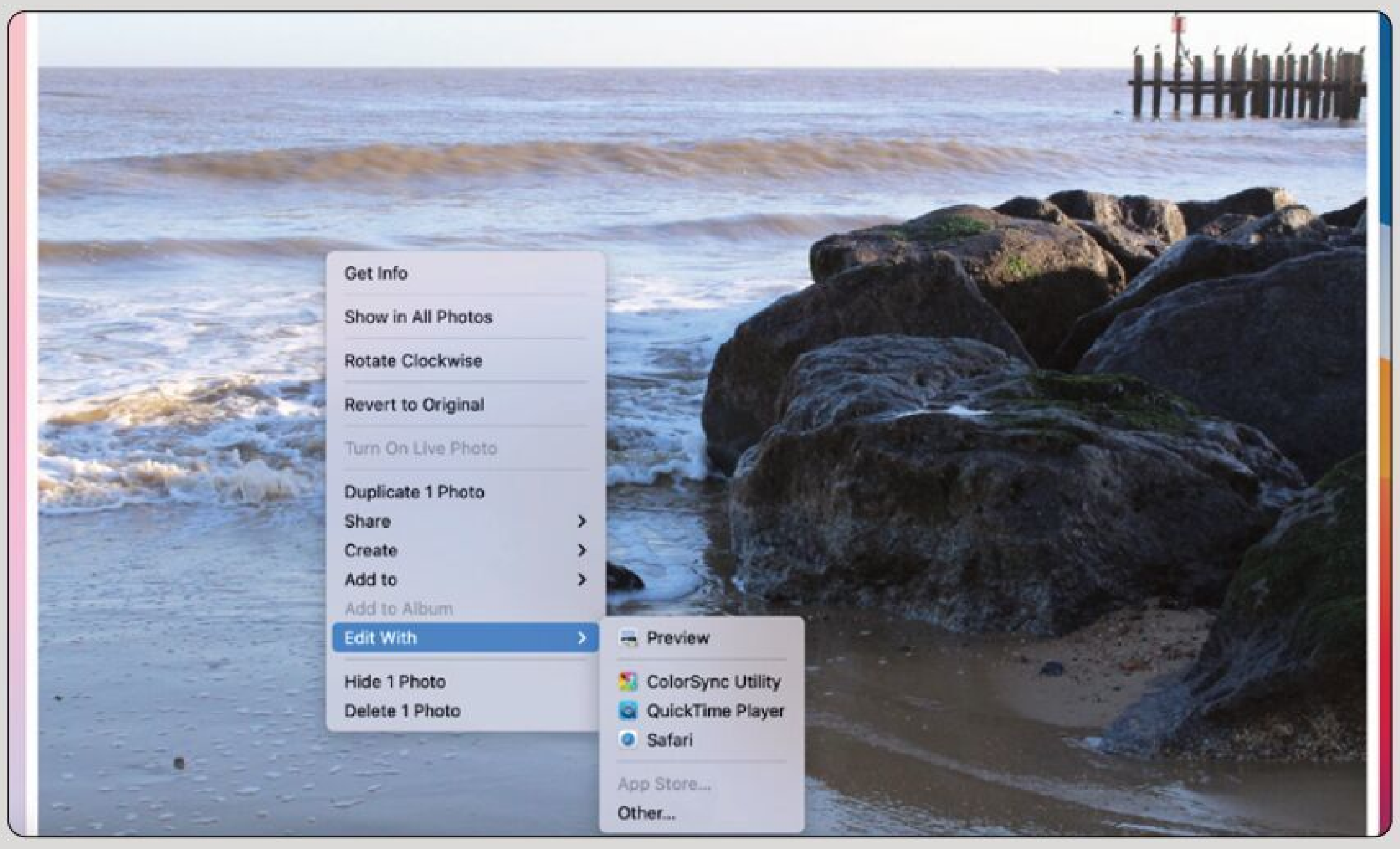
**4** In White Balance, select the feature to adjust with the pull-down and use the slider to change it. Levels take time to master. Hover your pointer over the graph and drag the dots at the foot of the vertical lines to adjust.

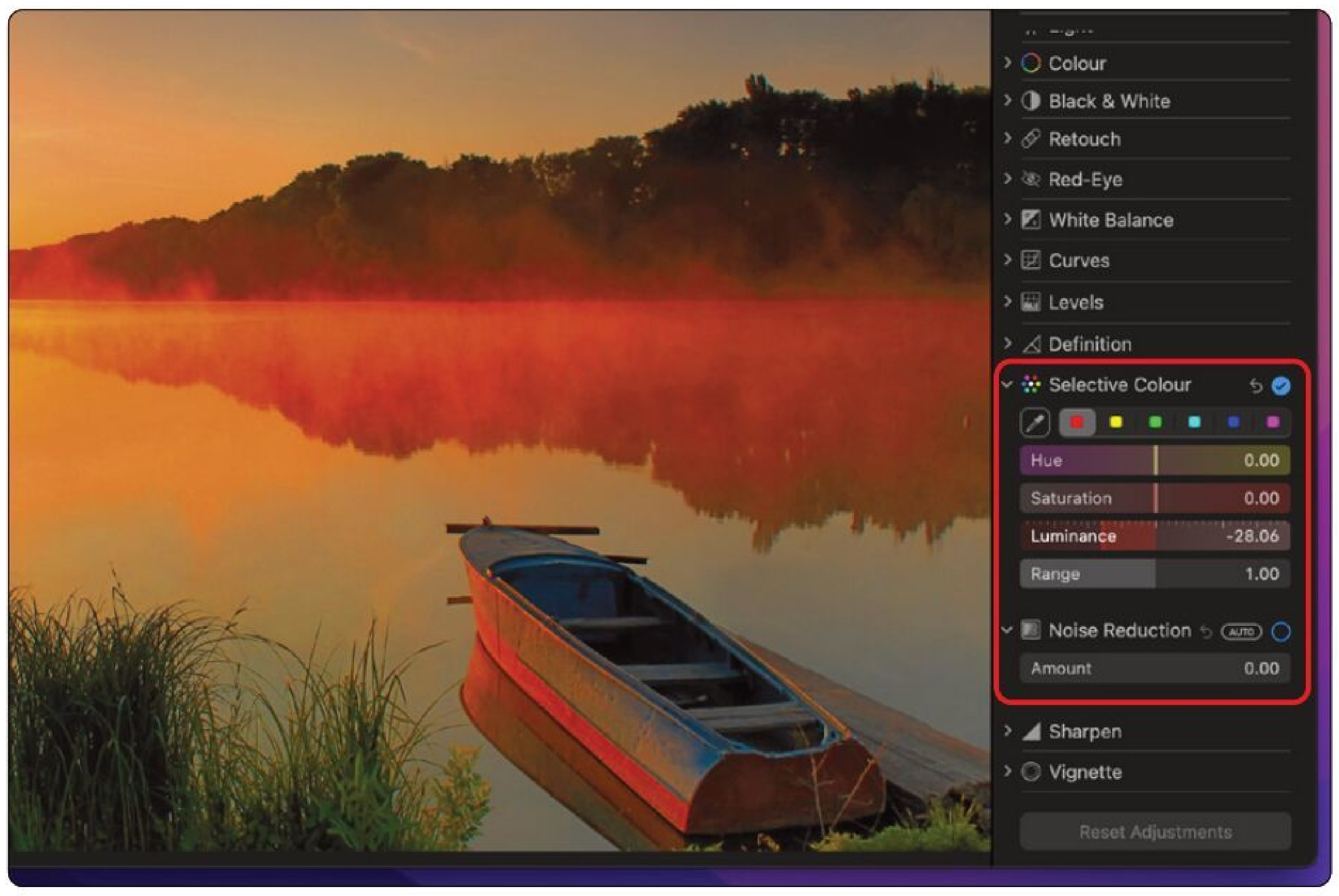

Revert to Original
Adjust
Filters
Crop
Done
ADJUST
Curves
AUTO
RGB
Levels
AUTO
RGB
Definition
Selective Colour
Noise Reduction
Reset Adjustments

**5** In Curves, drag the diagonal line or the dots under the right and left ends. A useful trick is to click on the left dropper and click something black, then the right dropper and click on something white. The Definition tool is another slider.

## Edit With.

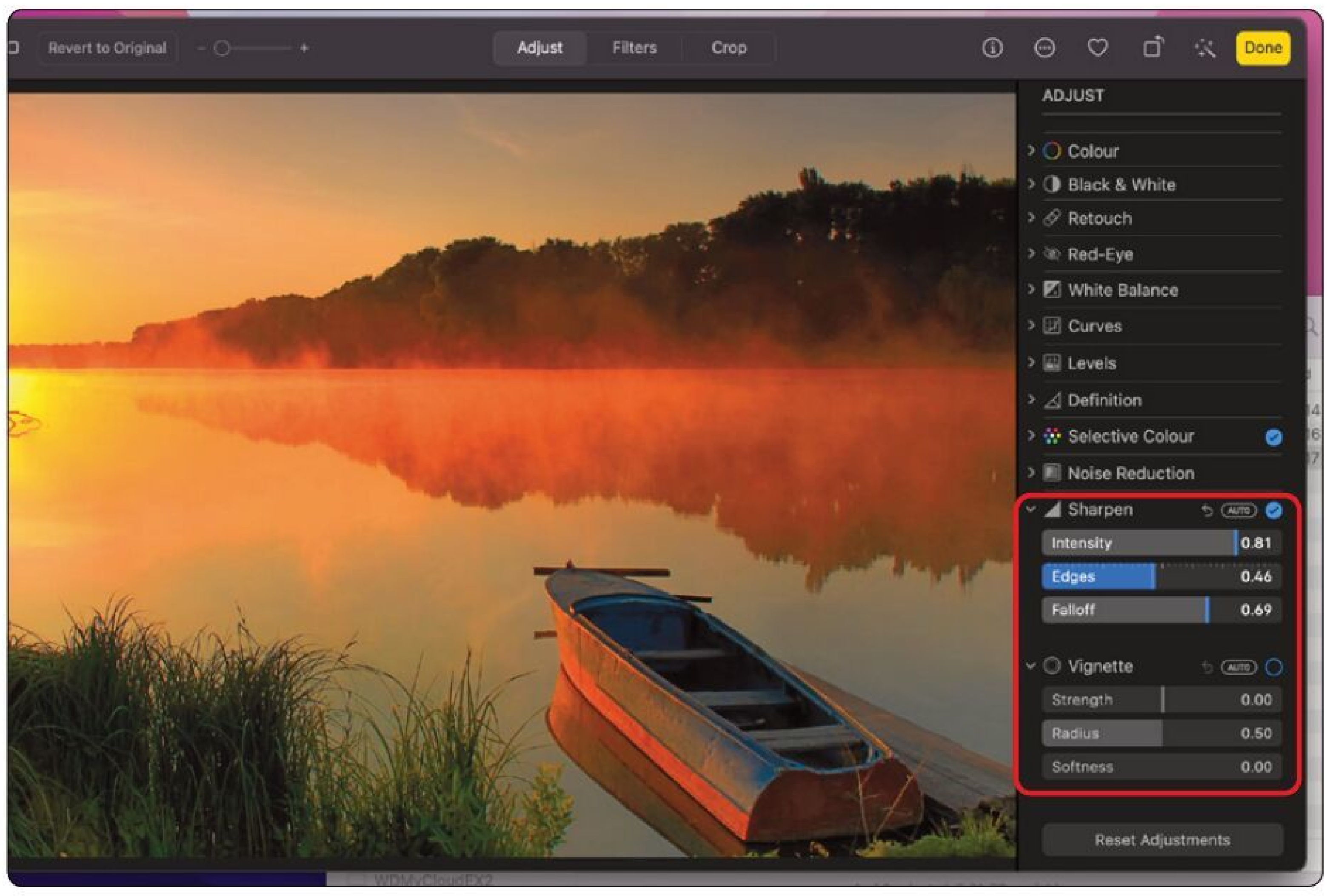
Right-click on an open photo and you get a sub-menu. Hover over Edit With and, if you have third-party photo editors on your Mac, you can open the photo in one of them and then edit it using that app. Edits are carried over into the Photos app.


Get Info
Show in All Photos
Rotate Clockwise
Revert to Original
Turn On Live Photo
Duplicate 1 Photo
Share
Create
Add to
Add to Album
Edit With
Hide 1 Photo
Delete 1 Photo
Preview
ColorSync Utility
QuickTime Player
Safari
App Store...
Other...


Colour
Black & White
Retouch
Red-Eye
White Balance
Curves
Levels
Definition
Selective Colour
Noise Reduction
AUTO
Sharpen
Vignette
Reset Adjustments

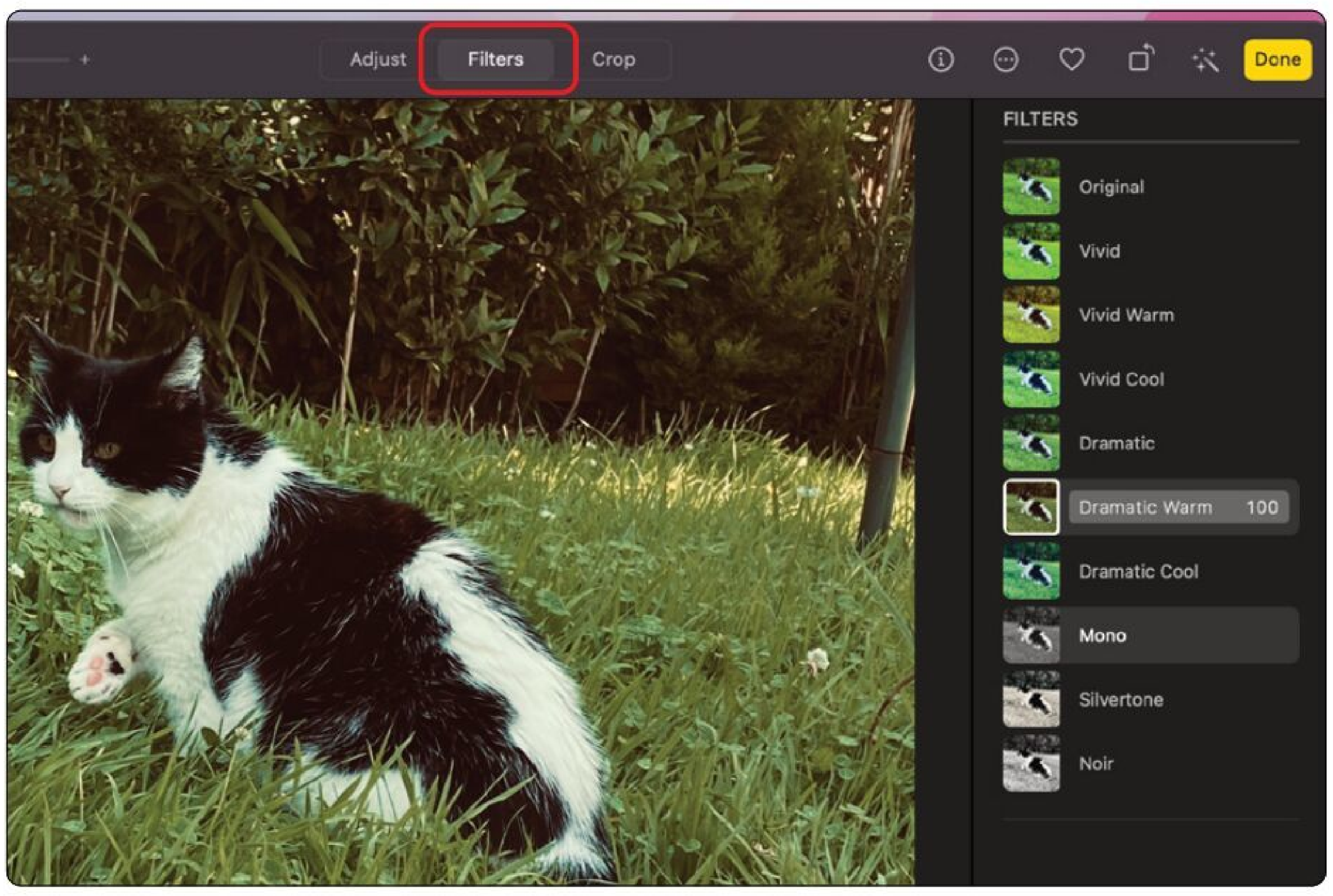
Hue 0.00
Saturation 0.00
Luminance -28.06
Range 1.00
Amount 0.00

**6** Selective Colour and Noise Reduction are sliders. The former lets you make adjustments to one colour at a time, using the pickers and sliders and Noise Reduction is for smoothing out speckles and other such imperfections in the photo.


Revert to Original
Adjust
Filters
Crop
Done
ADJUST
Colour
Black & White
Retouch
Red-Eye
White Balance
Curves
Levels
Definition
Selective Colour
Noise Reduction
Sharpen
AUTO
Vignette
Reset Adjustments

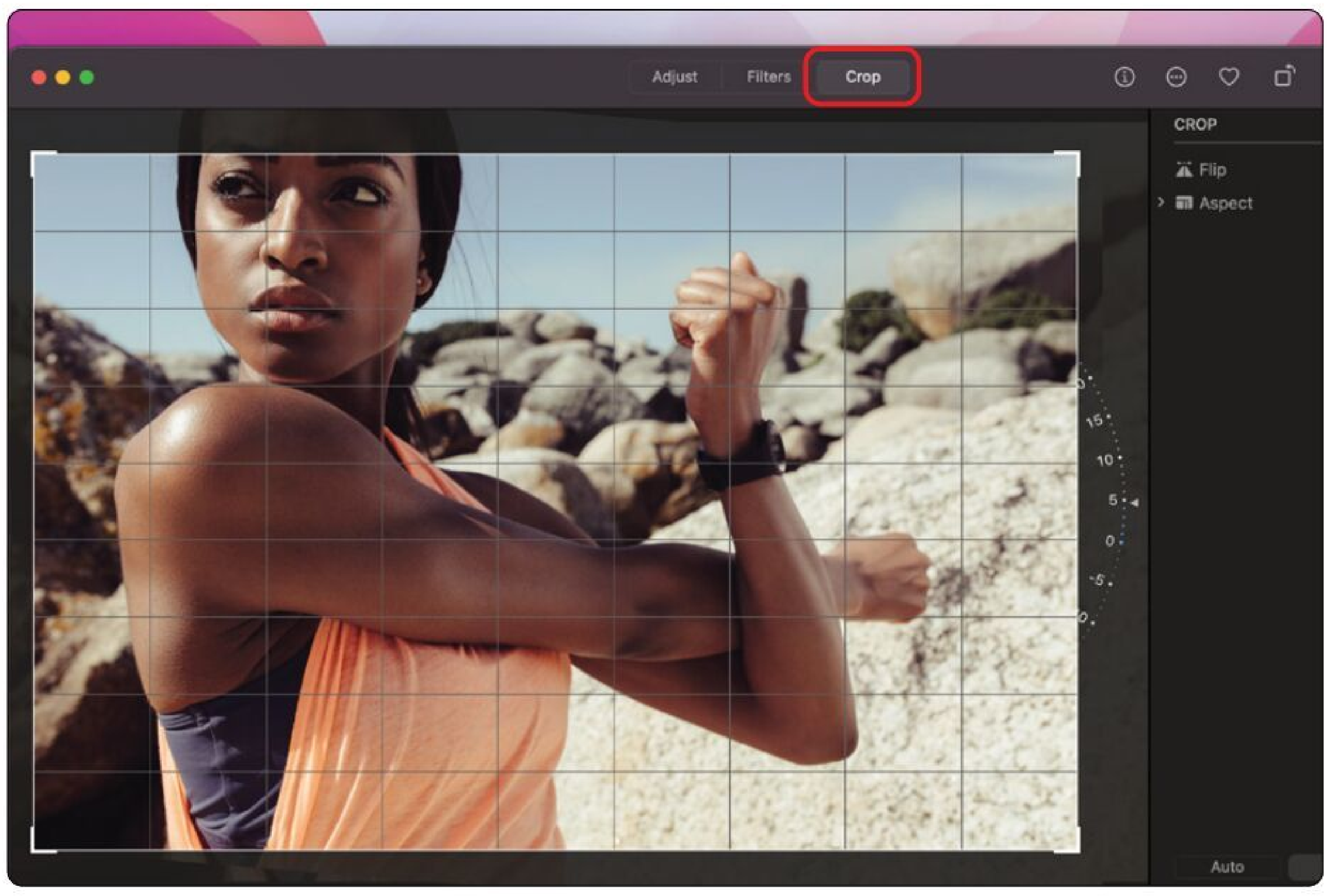
Intensity 0.81
Edges 0.46
Falloff 0.69
Strength 0.00
Radius 0.50
Softness 0.00

**7** The Sharpen tool lets you sharpen pictures that are out of focus. You can sharpen the edges, adjust the intensity and more. The Vignette option lets you add an adjustable shadow to the edges of the photograph, as you can see we've done here.

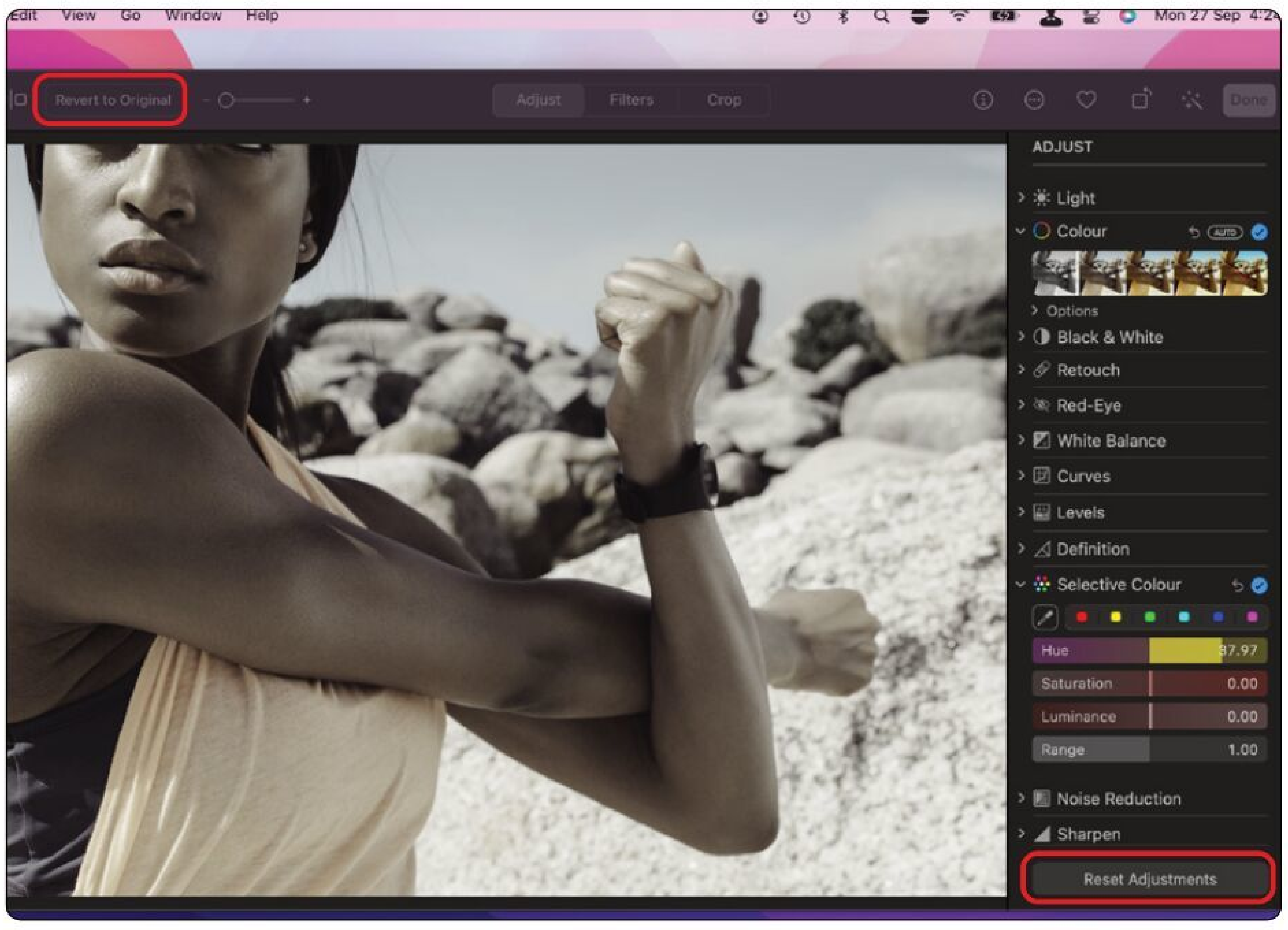

Adjust
Filters
Crop
Done
FILTERS
Original
Vivid
Vivid Warm
Vivid Cool
Dramatic
Dramatic Warm
Dramatic Cool
Mono
Silvertone
Noir

Dramatic Warm 100

**8** Select the Filters tab and you can automatically add an effect to your photo. Here we've gone for Vivid Warm but you can also set it cooler, make it monotone and more. Choosing another filter overrides the last one. Choose Original to remove all filters.


Adjust
Filters
Crop
CROP
Flip
Aspect
15
10
5
0
-5
Auto

**9** You can the Crop tab to rotate your photo if it isn't looking straight and also to crop it by dragging the corners into the photo. The Flip option in the sidebar mirrors the pic and Aspect lets you resize the photo according to an aspect ratio of your choice.

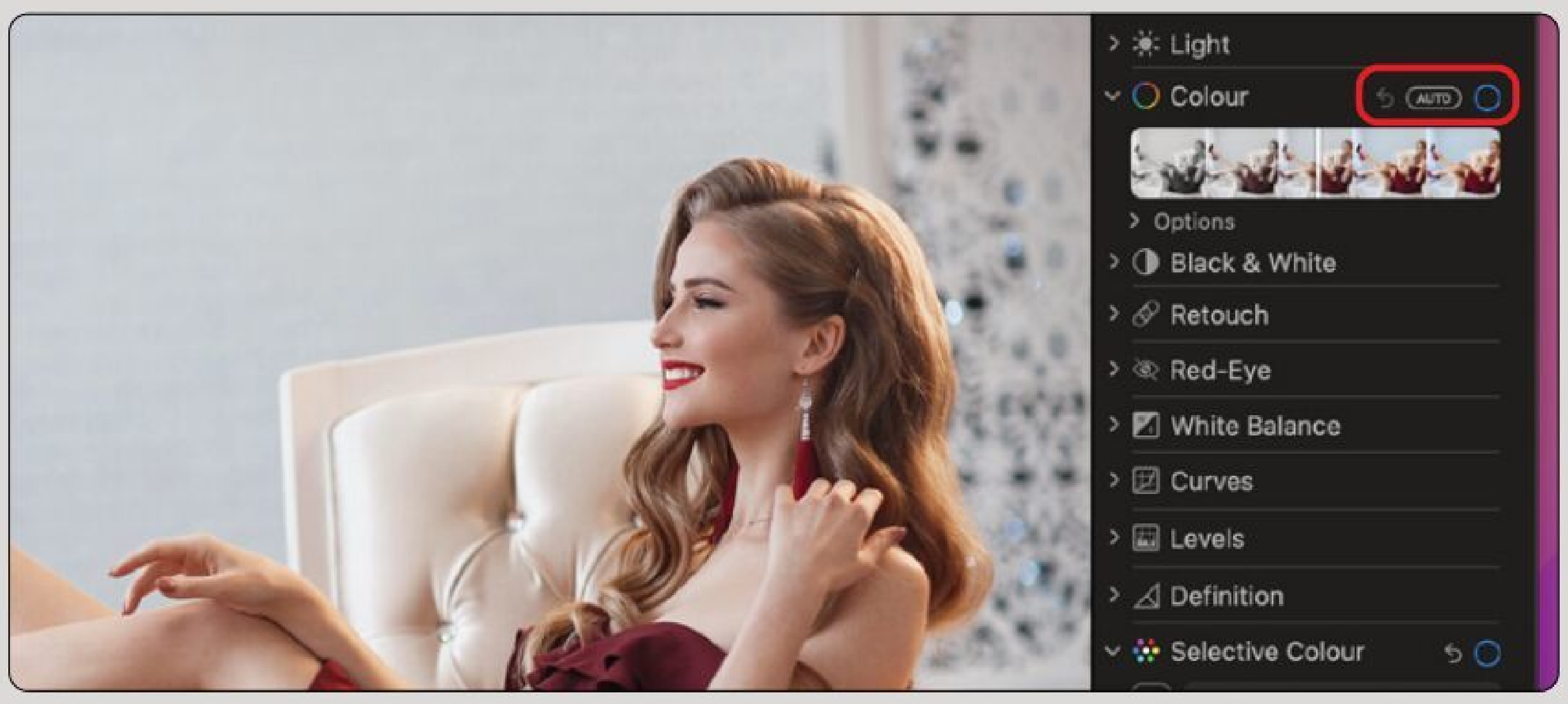

Edit
View
Go
Window
Help
Mon 27 Sep
Revert to Original
Adjust
Filters
Crop
Done
ADJUST
Light
Colour
AUTO
Options
Black & White
Retouch
Red-Eye
White Balance
Curves
Levels
Definition
Selective Colour
Noise Reduction
Sharpen
Reset Adjustments

Hue 87.97
Saturation 0.00
Luminance 0.00
Range 1.00

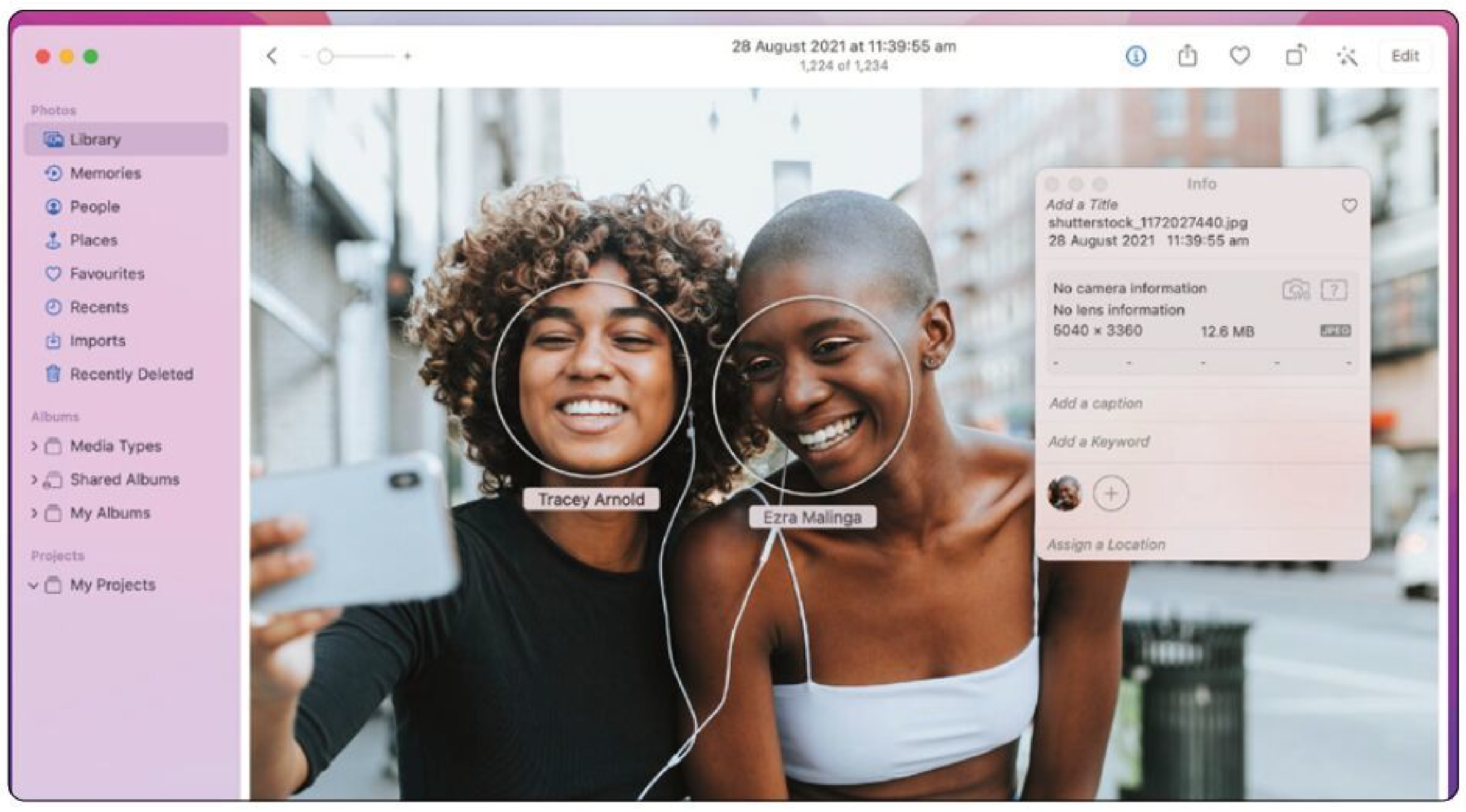
**10** Edits made in the Photos app are non-destructive, so your edits can be reversed. If you don't like your edits, click Reset Adjustments in the bottom right corner to reverse the last edit, or Revert to Original in the top left to erase all the edits.

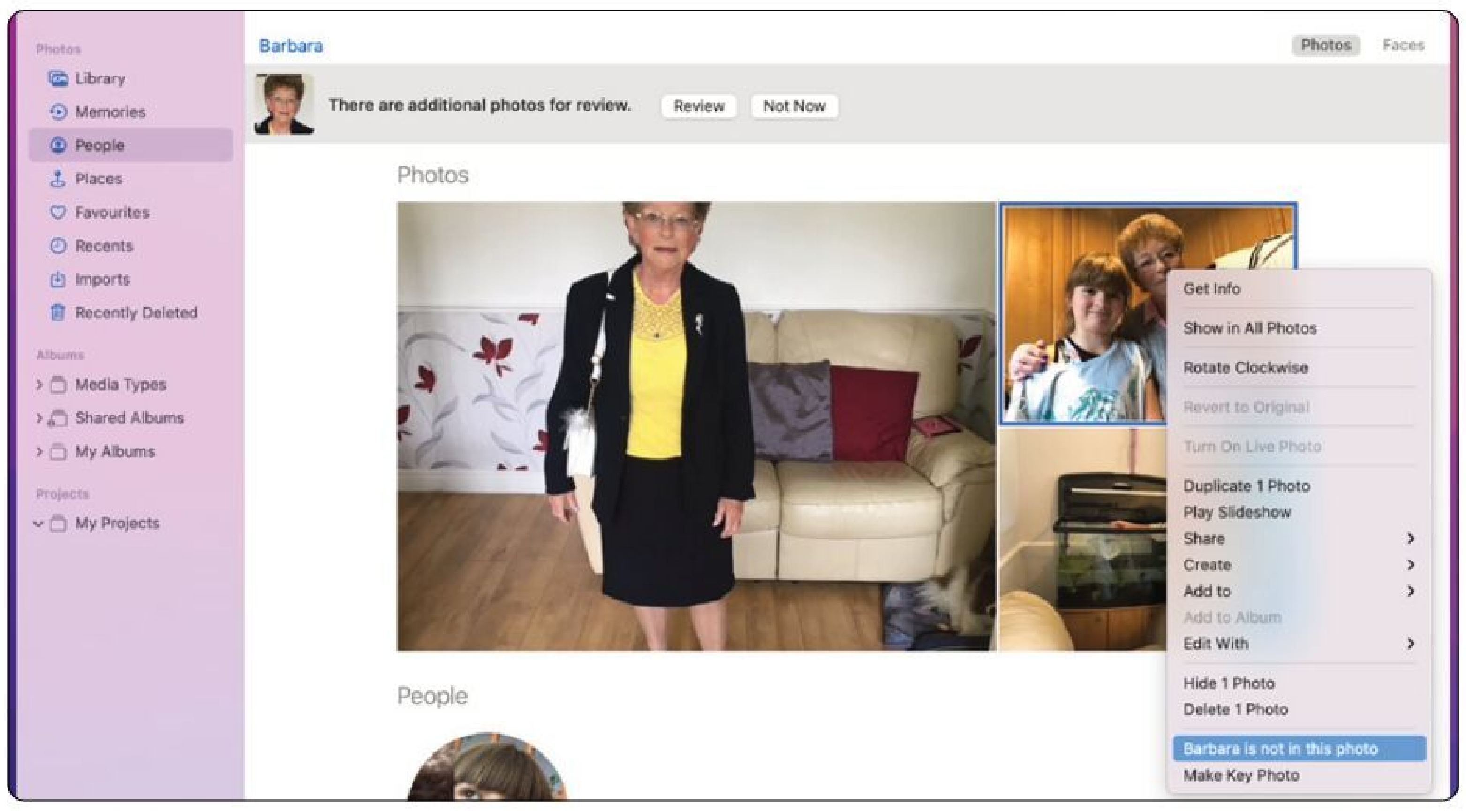
## Universal Tools.

All the options in Edit Mode have these three tools, which appear when you hover over or open one of the settings tools. The curly arrow reverses the last adjustment you made. Auto makes an automatic enhancement with that tool only and the tick in a circle toggles the last edit you did on and off, so you can see the difference it has made.


Light
Colour
AUTO
Options
Black & White
Retouch
Red-Eye
White Balance
Curves
Levels
Definition
Selective Colour

## Adding People

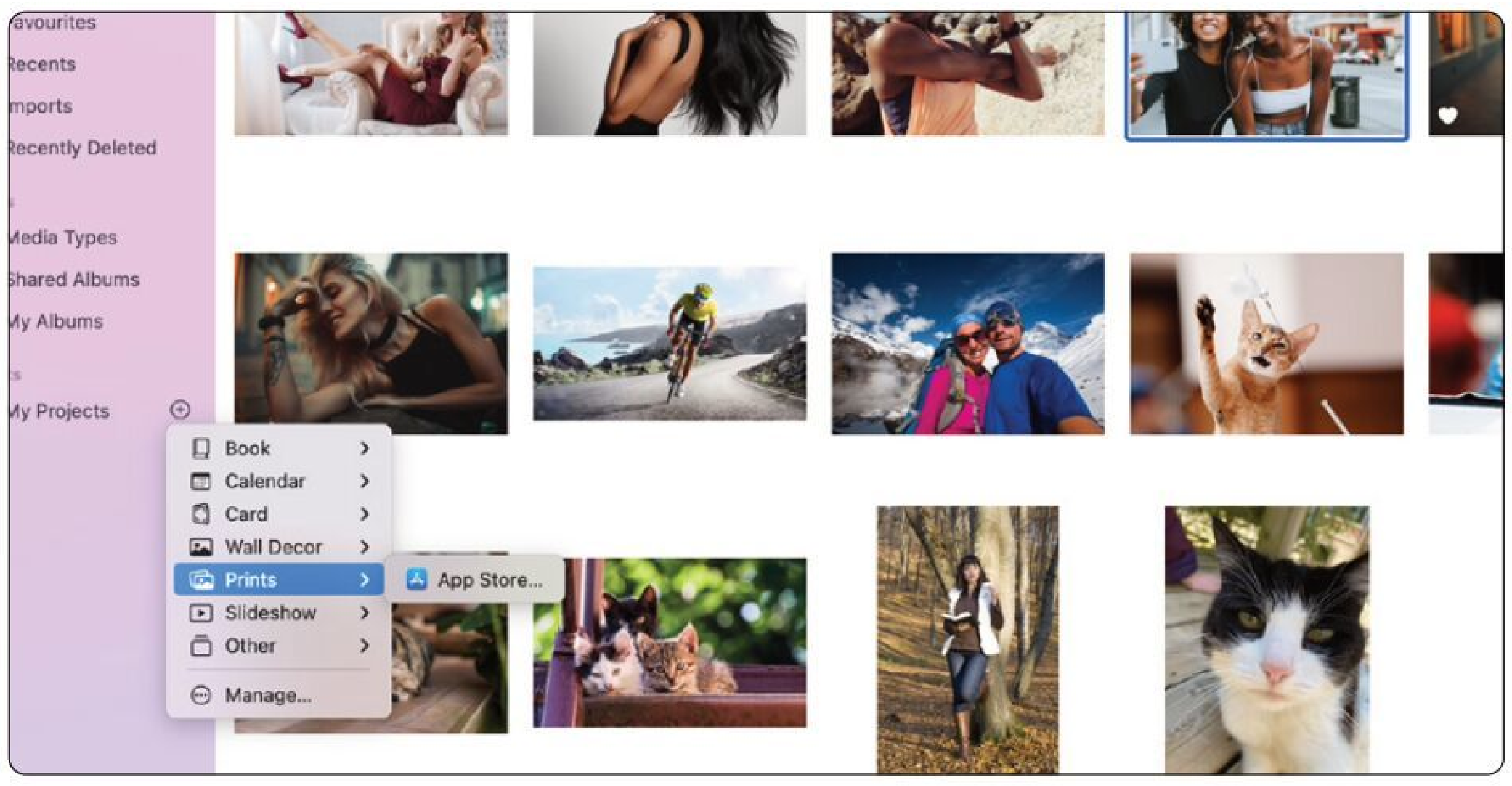

Library
Memories
People
Places
Favourites
Recents
Imports
Recently Deleted
Media Types
Shared Albums
My Albums
My Projects
28 August 2021 at 11:39:55 am
Info
Tracey Arnold
Ezra Malinga

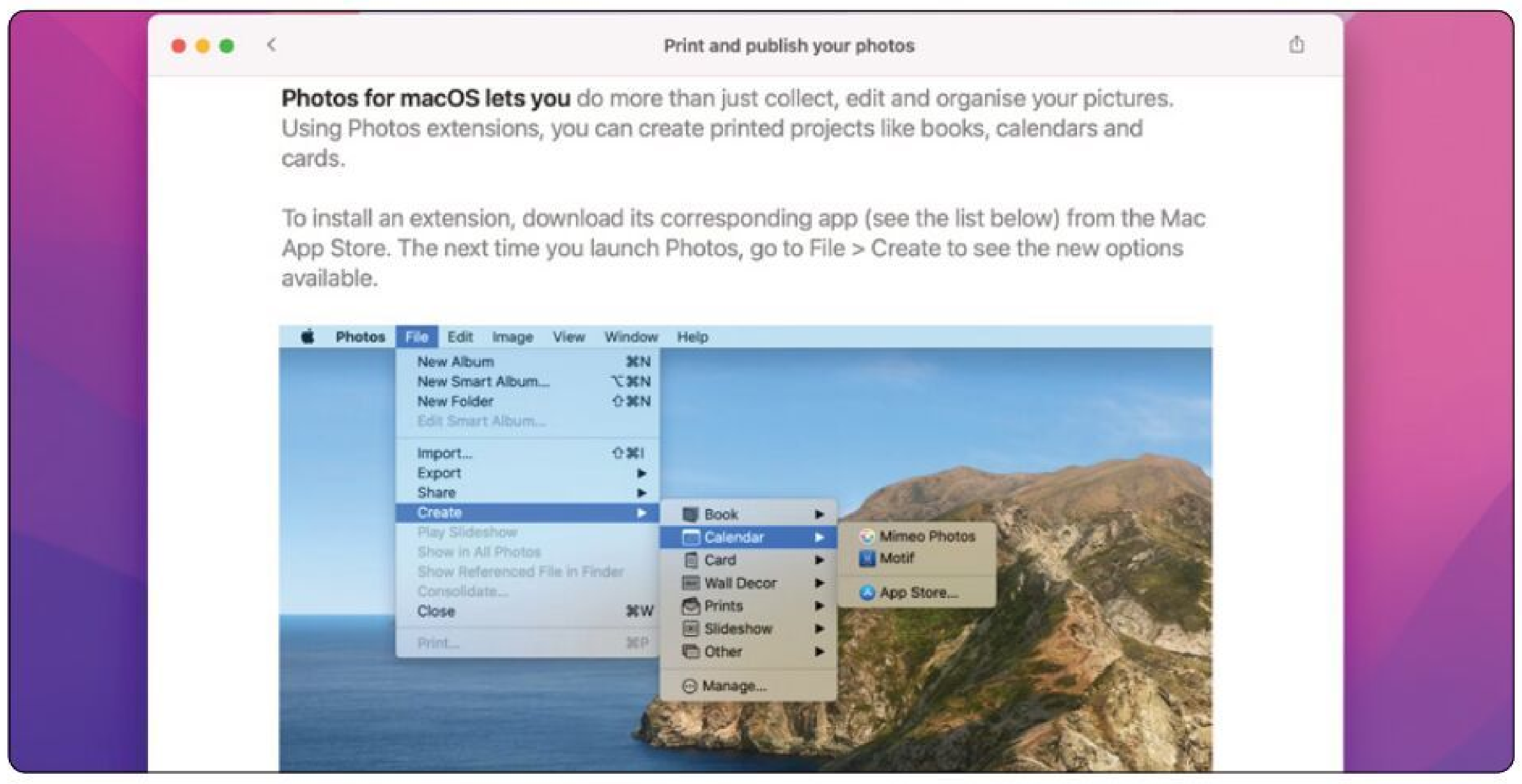

Barbara
There are additional photos for review.
Review
Not Now
Photos
People
Get Info
Show in All Photos
Rotate Clockwise
Duplicate 1 Photo
Play Slideshow
Share
Create
Add to
Edit With
Hide 1 Photo
Delete 1 Photo
Barbara is not in this photo
Make Key Photo

**1** Open a photo containing people and click the 'i' button for the information window, and click the Add Faces link. If Photos recognises faces in the picture, they're circled. Click the tag under a circle to add that person's name. Click the Plus sign again to add further tags, which you can drag into place as needed.

**2** Click 'People' in the sidebar to see photos you've identified by name. Click on a person to see all the photos you have of them. If a photo doesn't contain that person, right-click on it and select the option 'X is not in this photo' to remove it. Scroll down and click Confirm Additional Photos to check pics the app thinks are of that person.

## Projects


My Projects
Book
Calendar
Card
Wall Decor
Prints
Slideshow
Other
Manage...
App Store...


Print and publish your photos

**Photos for macOS lets you** do more than just collect, edit and organise your pictures. Using Photos extensions, you can create printed projects like books, calendars and cards.

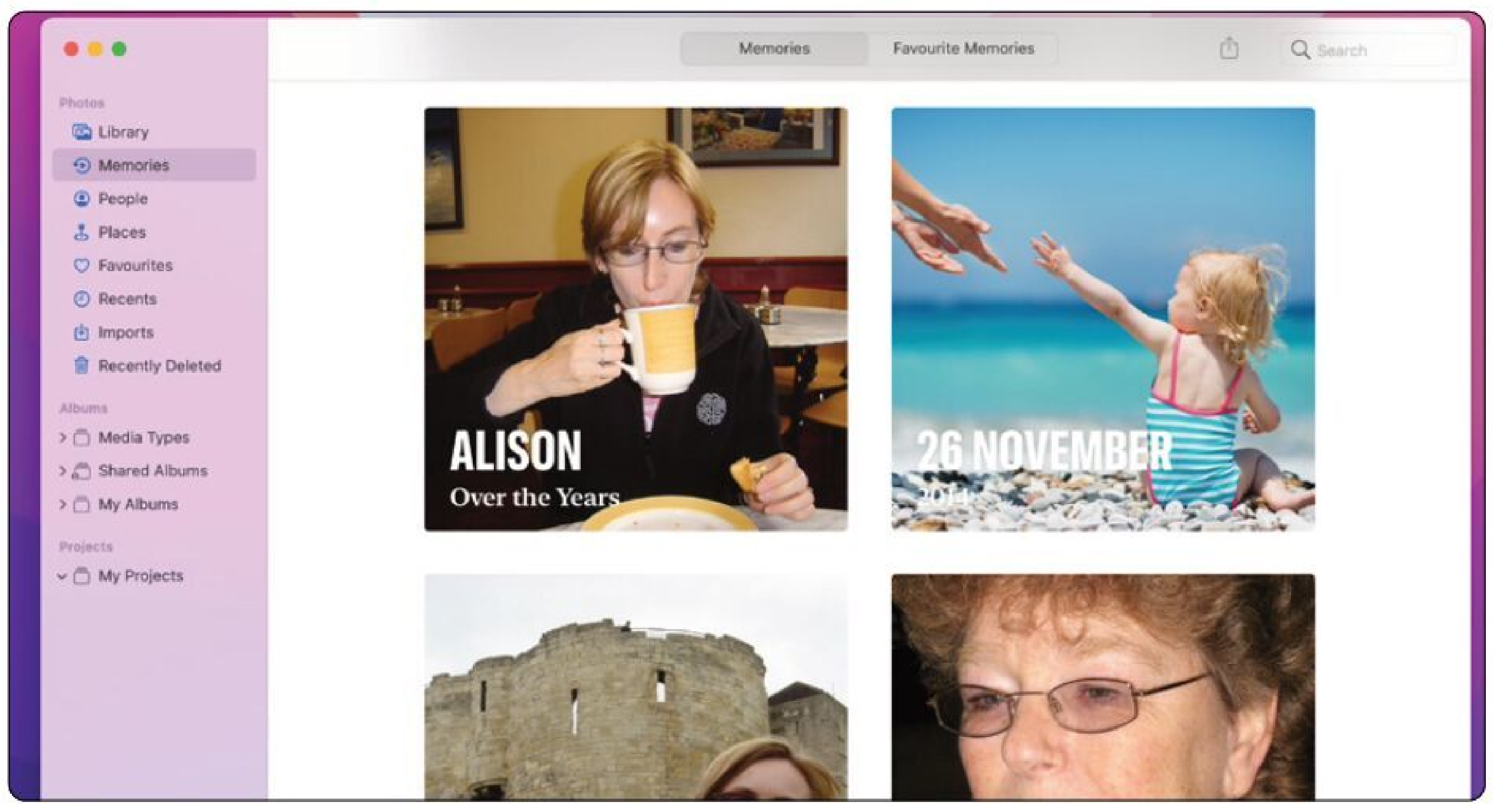
To install an extension, download its corresponding app (see the list below) from the Mac App Store. The next time you launch Photos, go to File > Create to see the new options available.

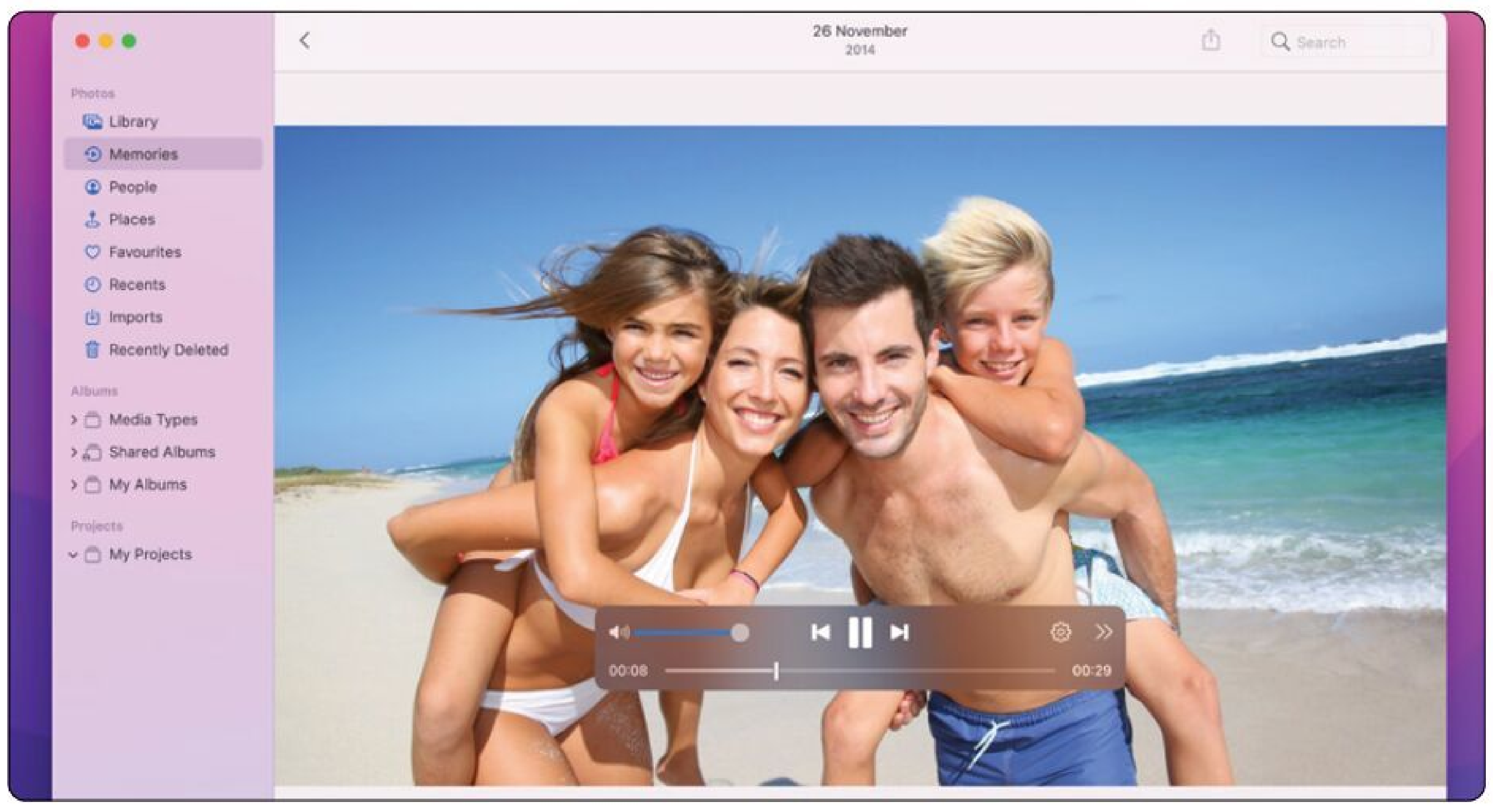
Photos
File
Edit
Image
View
Window
Help
New Album
New Smart Album...
New Folder
Import...
Export
Share
Create
Close
Book
Calendar
Card
Wall Decor
Prints
Slideshow
Other
Manage...
Mimeo Photos
Motif
App Store...

**1** You can still order prints and design books, calendars and cards with Photos but Apple no longer sells them. Instead, click '+' next to Projects and select the project you want to start. Apps you have downloaded for the purpose are shown, as is an App Store link taking you to extensions offering these third-party services.

**2** Choose an extension offering the project you want and install it. Then choose the pictures you want to import into the project (hold cmd and click on them one by one), then select the extension in the menu shown in the previous step. You can then follow the instructions offered on-screen to build and print your project.

## Memories

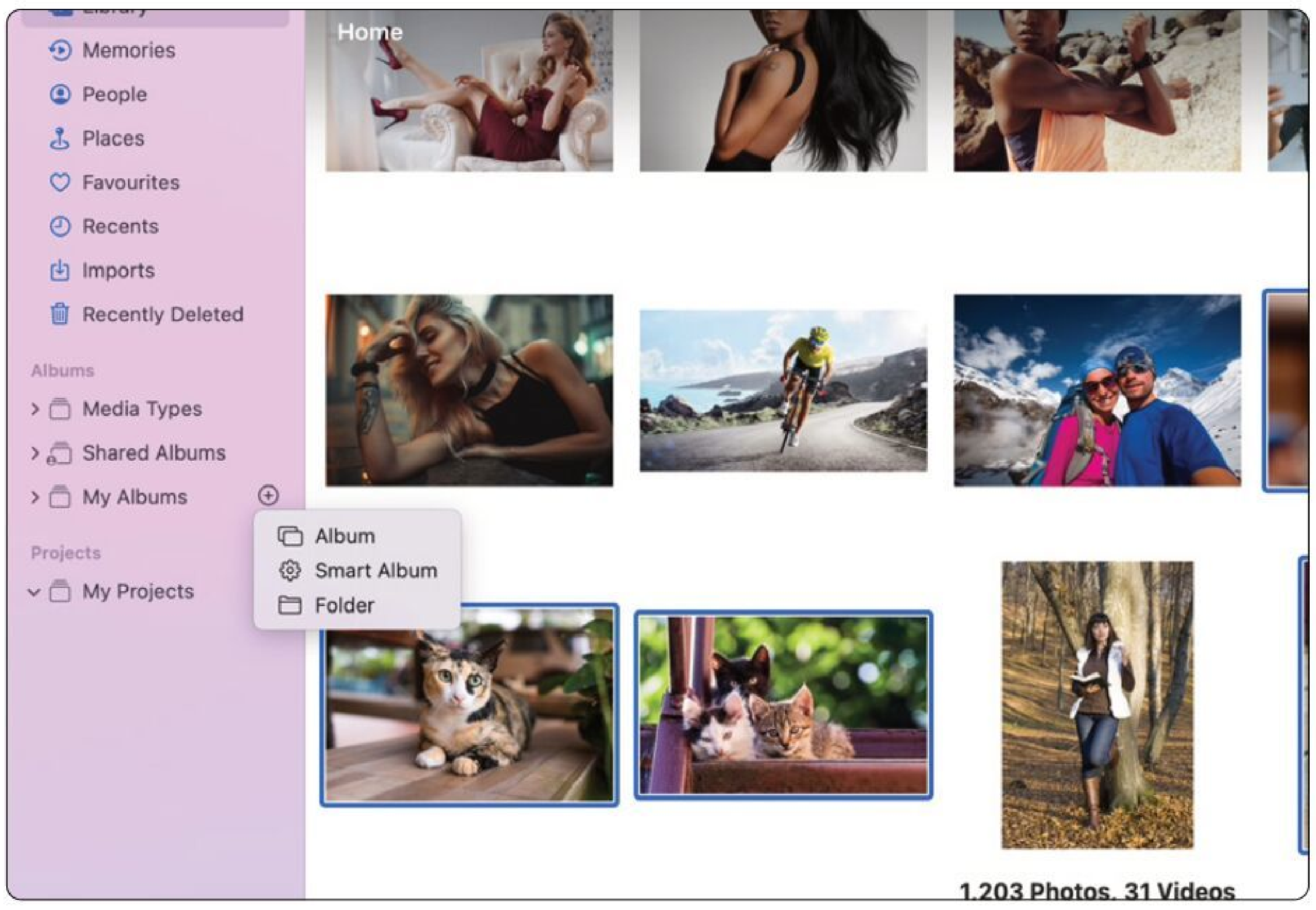

Memories
Favourite Memories
ALISON
Over the Years
26 NOVEMBER


26 November 2014
00:08
00:29

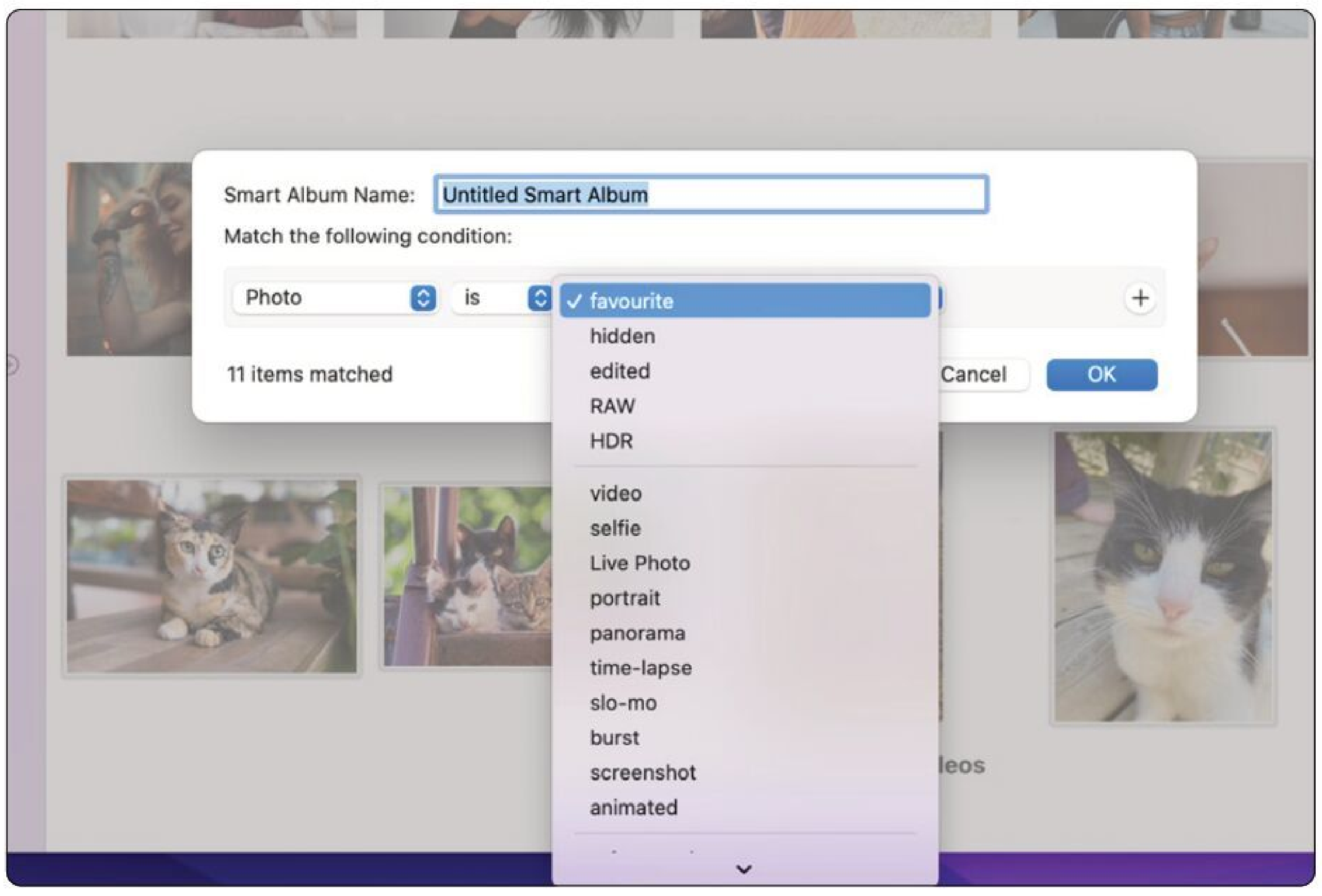
**1** Click on Memories in the sidebar to show photos grouped according to various factors, including time and content. For example, a series of pictures taken over a week in a certain location might be identified as a holiday. Photos also picks your best shots too.

**2** Open a memory and hover over the picture at the top to see a Play button. Click it for a slideshow. Hover over the slideshow for controls. Click the cog to change the background music. Right-click on a memory and you can delete it or add it to your favourites.

## Making New Albums


Memories
People
Places
Favourites
Recents
Imports
Recently Deleted
Albums
Media Types
Shared Albums
My Albums
Projects
My Projects
Album
Smart Album
Folder
Home
1,203 Photos, 31 Videos

**1** On the pictures you want to make into an album, cmd-click then hover over My Albums in the sidebar. Click the plus sign that appears and choose whether to make a regular album, a smart album or a folder from your pictures.


Smart Album Name: Untitled Smart Album

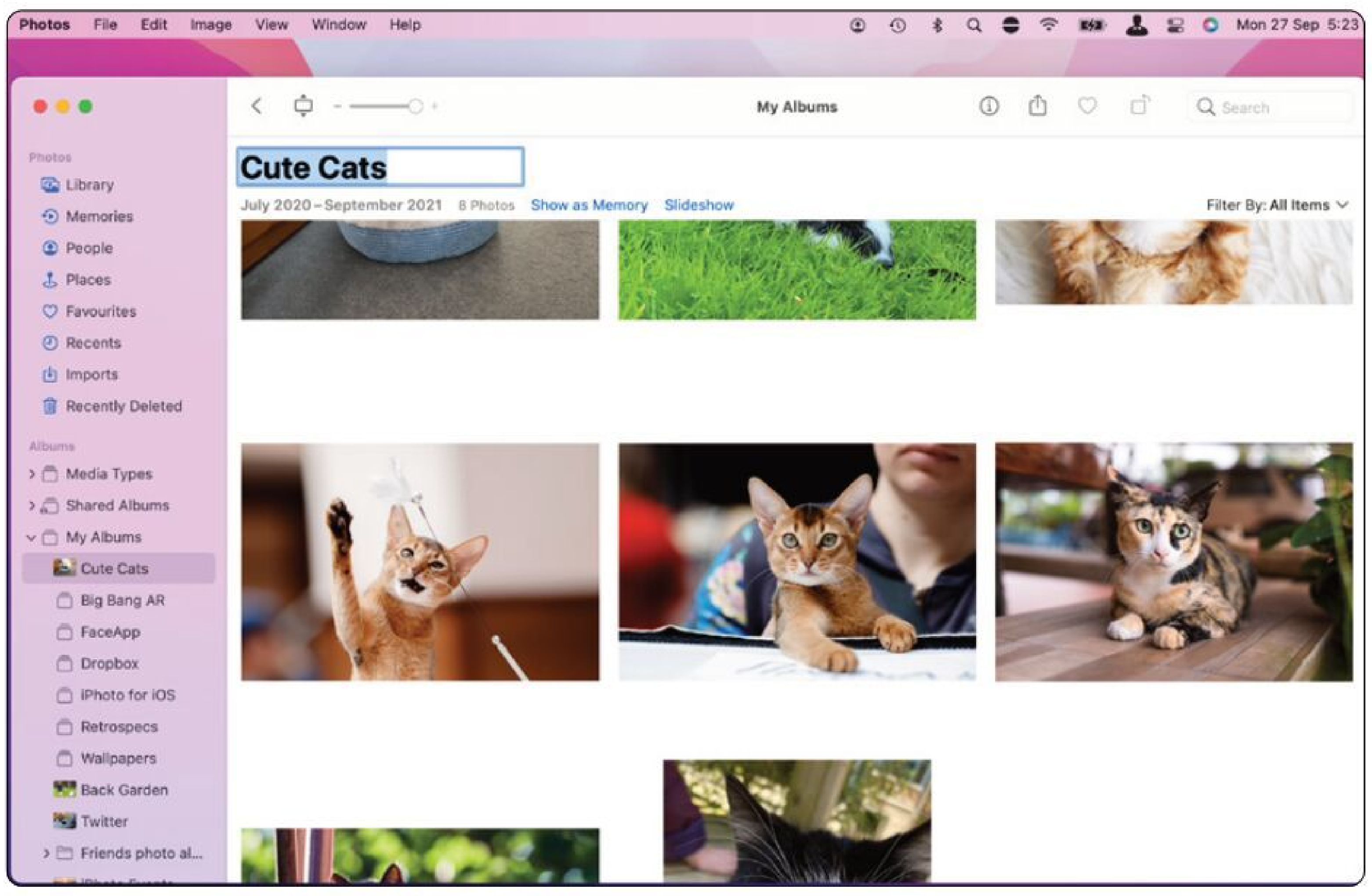
Match the following condition:

Photo is favourite

11 items matched

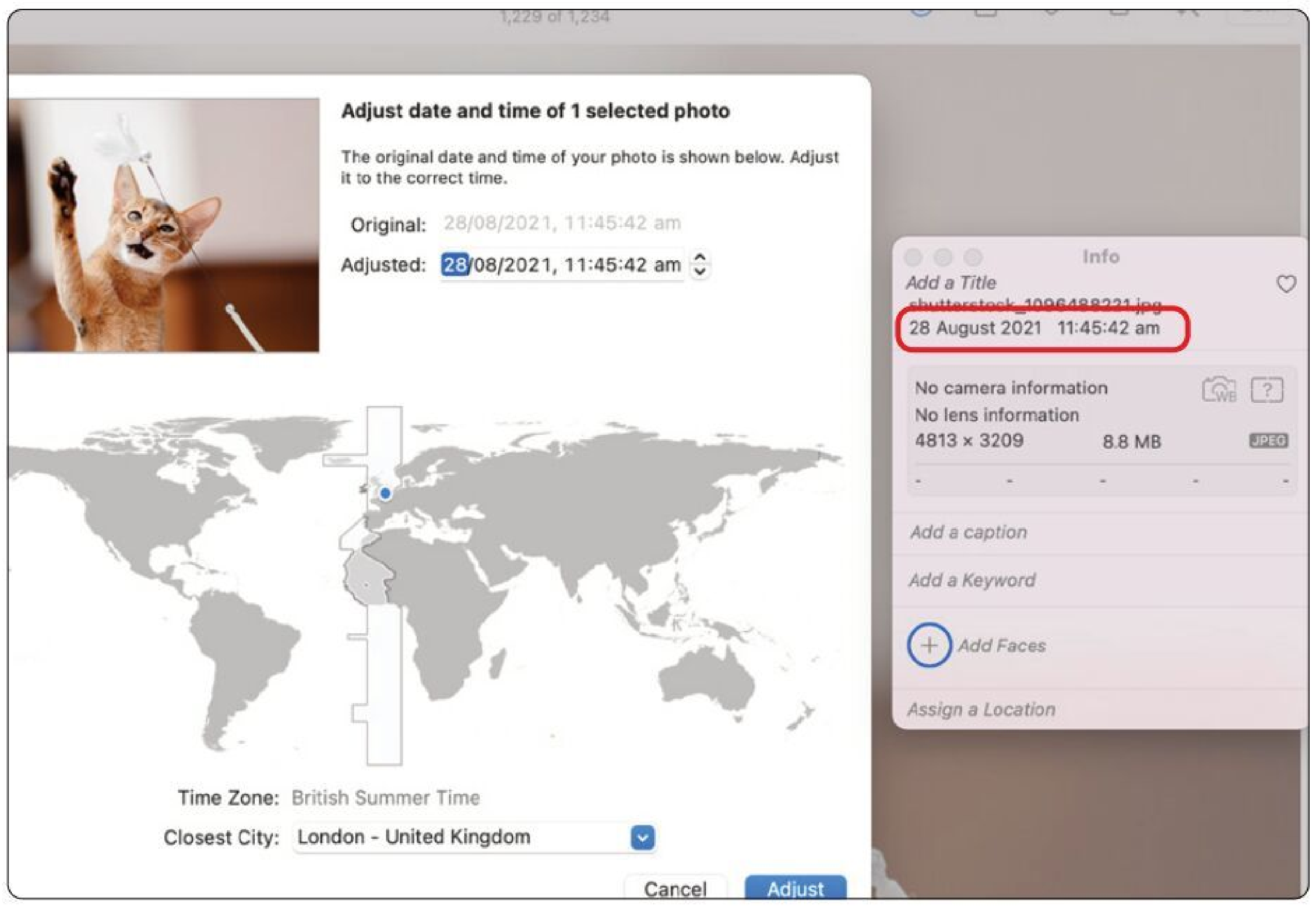
favourite
hidden
edited
RAW
HDR
video
selfie
Live Photo
portrait
panorama
time-lapse
slo-mo
burst
screenshot
animated
Cancel
OK

**2** If you choose a smart album, you can set rules. From then on, any photo you add to your Photos app that satisfies these rules is automatically added to your smart album. Set its title in this window too.


Photos File Edit Image View Window Help
Mon 27 Sep 5:23
My Albums
Cute Cats
July 2020 – September 2021
8 Photos
Show as Memory
Slideshow
Filter By: All Items
Library
Memories
People
Places
Favourites
Recents
Imports
Recently Deleted
Albums
Media Types
Shared Albums
My Albums
Cute Cats
Big Bang AR
FaceApp
Dropbox
iPhoto for iOS
Retrospecs
Wallpapers
Back Garden
Twitter
Friends photo al...

**3** Choose a regular album and you can give it a name. The new album appears in your sidebar; click the triangle next to My Albums to see them all. You can drag photos onto this album to add them to it.

## Editing Photo Information


Adjust date and time of 1 selected photo

The original date and time of your photo is shown below. Adjust it to the correct time.

Original: 28/08/2021, 11:45:42 am

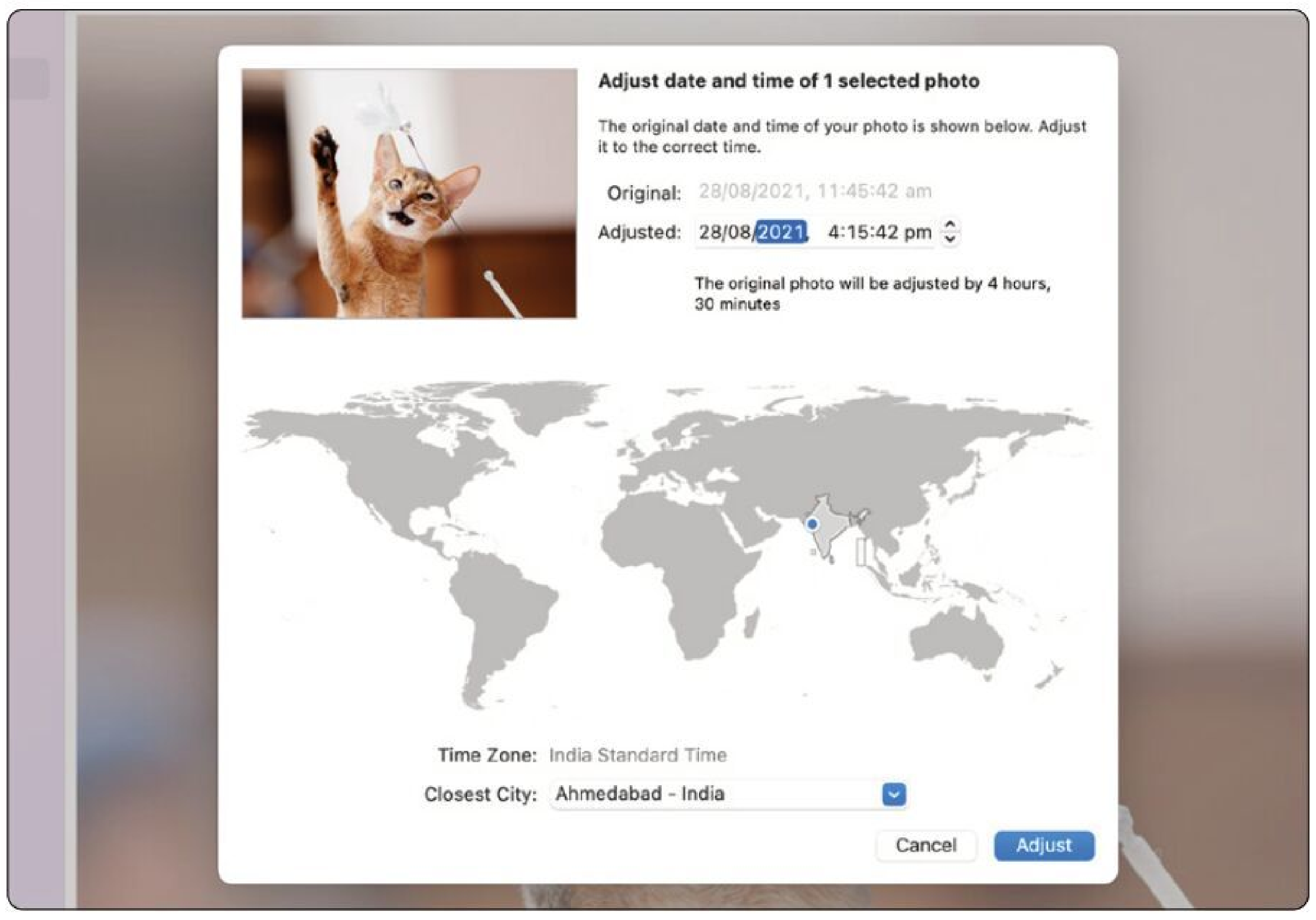
Adjusted: 28/08/2021, 11:45:42 am

Time Zone: British Summer Time

Closest City: London - United Kingdom

1,229 of 1,234
Cancel
Adjust
Info
Add a Title
28 August 2021 11:45:42 am
No camera information
No lens information
4813 × 3209
8.8 MB
JPEG
Add a caption
Add a Keyword
Add Faces
Assign a Location

**1** Open a photo and click on the 'i' icon in the top bar to open the information window. You can add a title, caption, key words and more here. You can also click on the date and time that it was taken to open a second window.


Adjust date and time of 1 selected photo

The original date and time of your photo is shown below. Adjust it to the correct time.

Original: 28/08/2021, 11:45:42 am

Adjusted: 28/08/2021 4:15:42 pm

The original photo will be adjusted by 4 hours, 30 minutes

Time Zone: India Standard Time

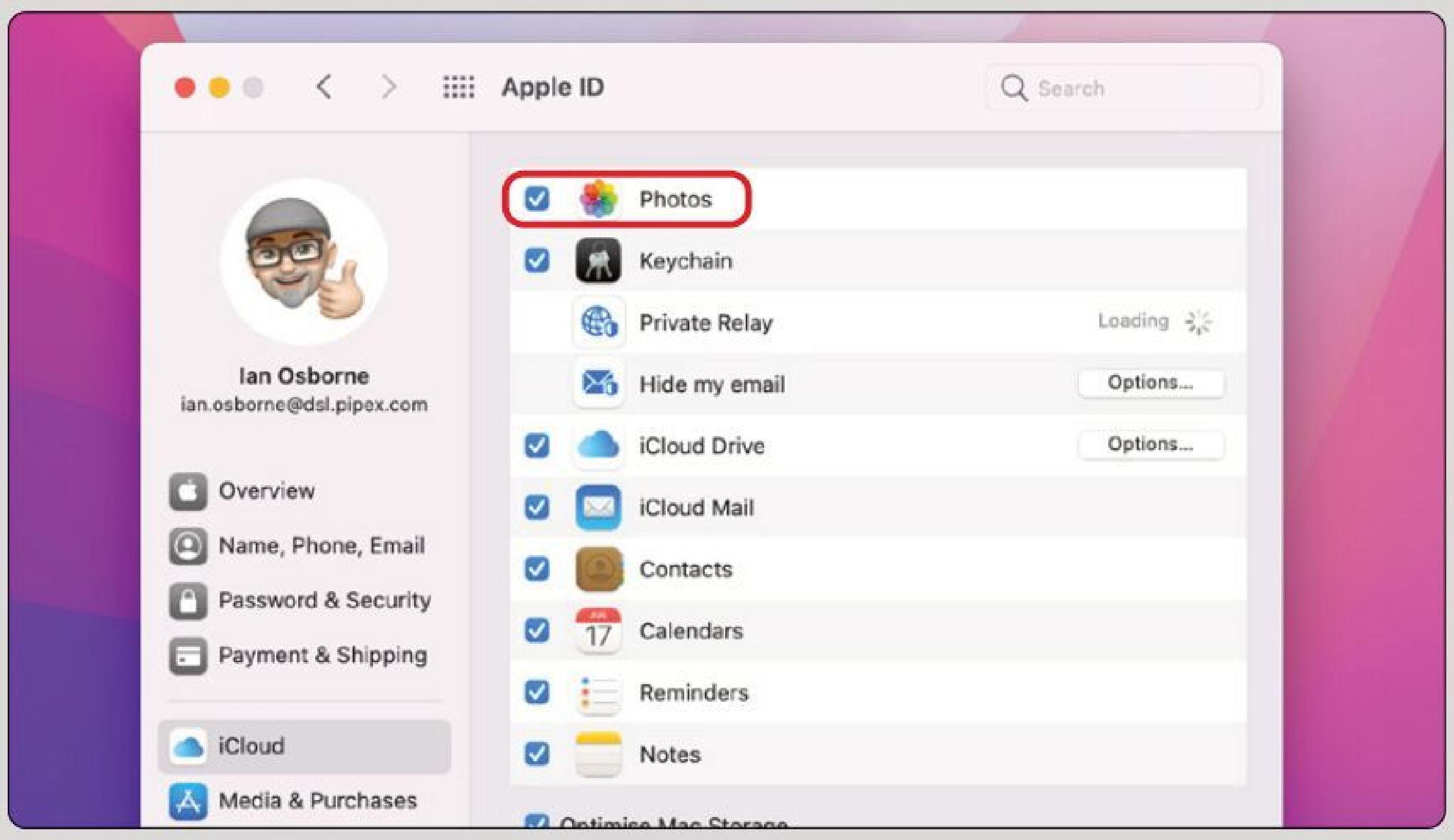
Closest City: Ahmedabad - India

Cancel
Adjust

**2** You can now close the information window. In the new 'Adjust date and time' window, you can change the recorded date and time it was taken and the location, by clicking another point on the map. Click the Adjust button when done.

## iCloud Photos.

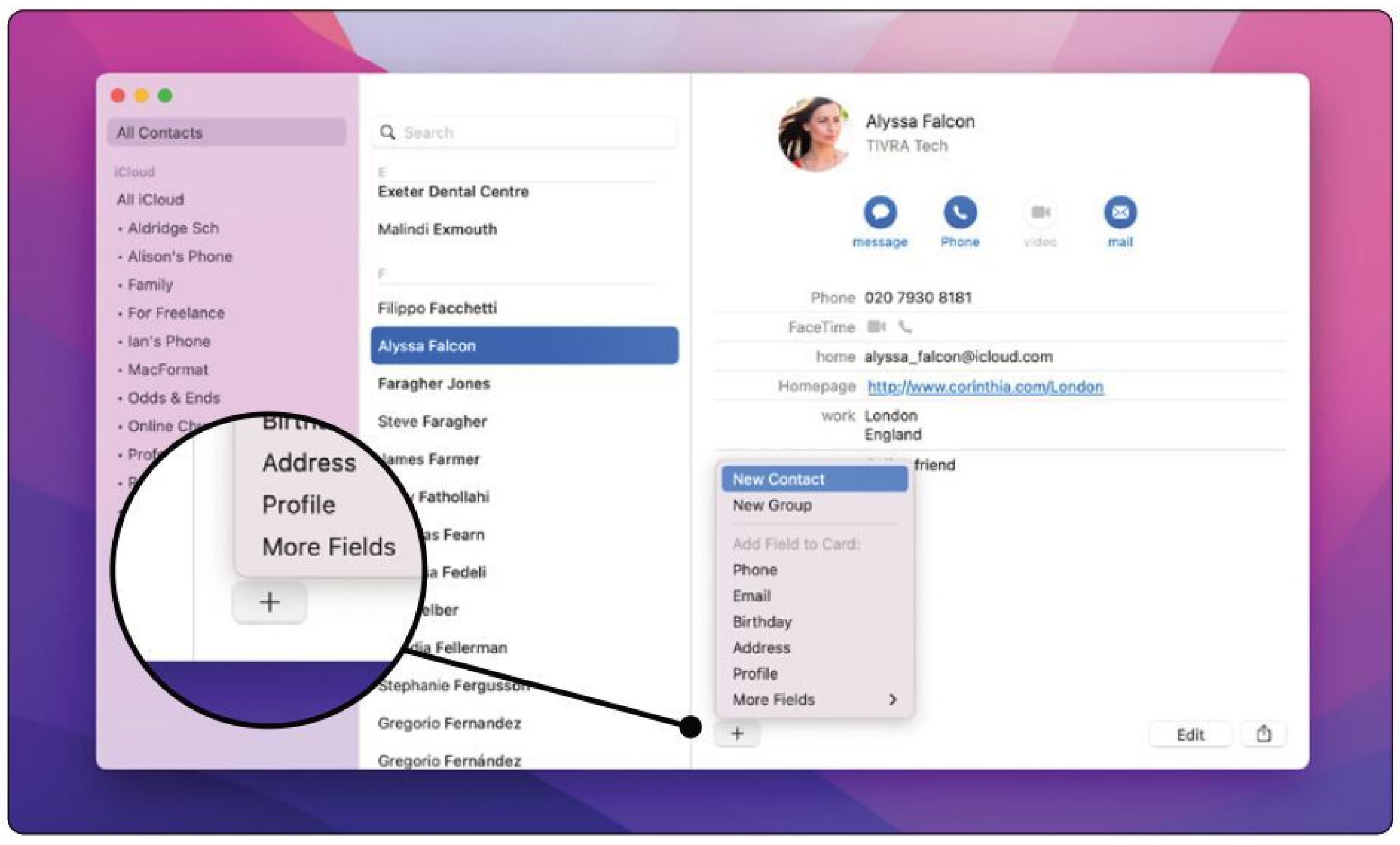
To find out how to use the iCloud Photos features in Photos, take a look at our tutorial on iCloud and its various features and functions.

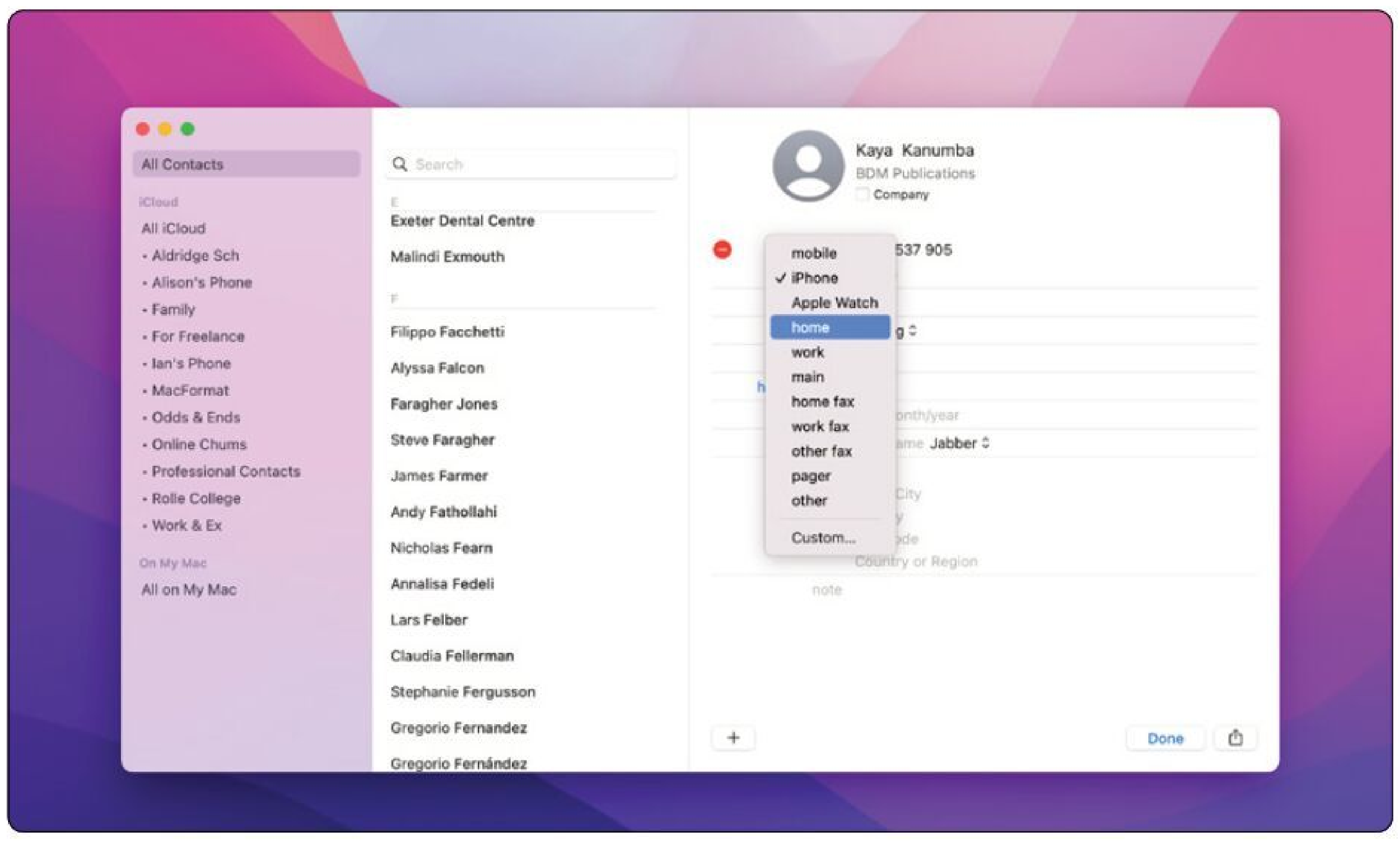

Apple ID
Search
Ian Osborne
ian.osborne@dsl.pipex.com
Overview
Name, Phone, Email
Password & Security
Payment & Shipping
iCloud
Media & Purchases
Photos
Keychain
Private Relay
Loading
Hide my email
Options...
iCloud Drive
Options...
iCloud Mail
Contacts
Calendars
Reminders
Notes

# Contacts
# Your Address Book

Contacts is your digital address book, in which you can store contact details for friends, family, workmates, professional associates and more. You can add addresses, telephone numbers, social media accounts and other such information, and store your contacts in user-defined categories.

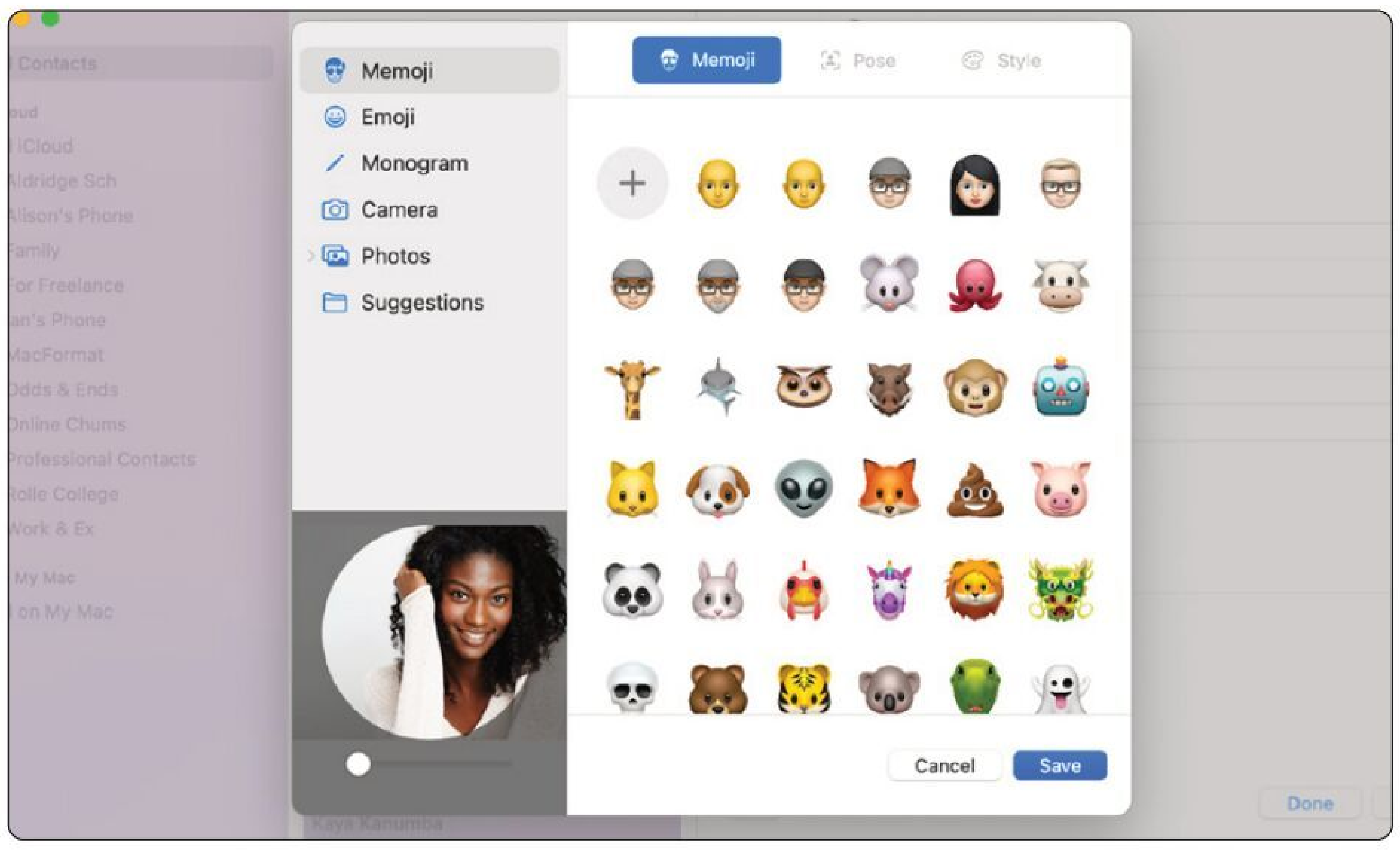
## Managing and Maintaining Contacts

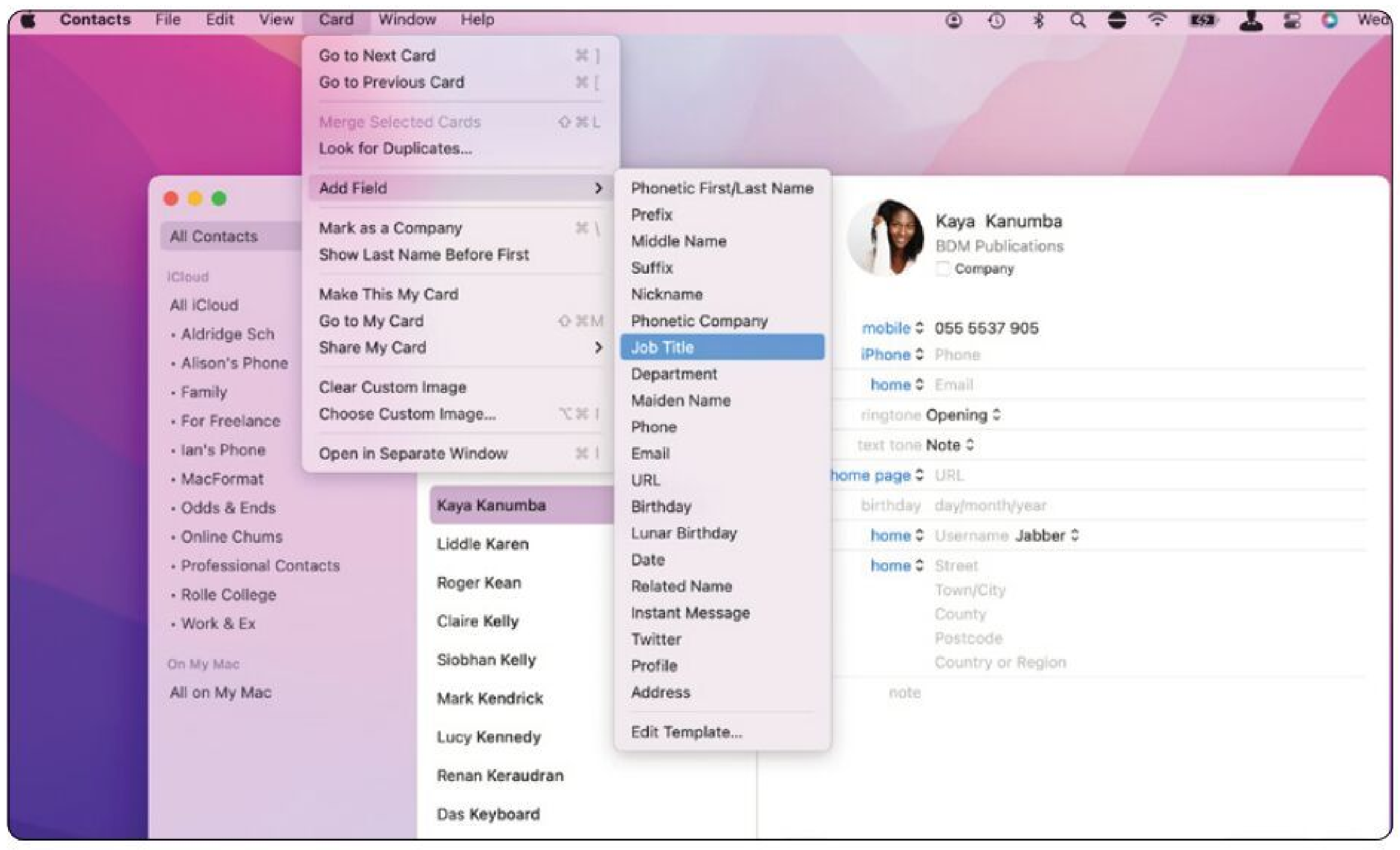

All Contacts
Alyssa Falcon
TIVRA Tech
message
Phone
video
mail
Phone 020 7930 8181
home alyssa_falcon@icloud.com
Homepage http://www.corinthia.com/London
work London
England
New Contact
New Group
Add Field to Card:
Phone
Email
Birthday
Address
Profile
More Fields
Address
Profile
More Fields
Edit


All Contacts
Kaya Kanumba
BDM Publications
Company
mobile
✓ iPhone
Apple Watch
home
work
main
home fax
work fax
other fax
pager
other
Custom...
Jabber
Done

**1** This guide shows you to how to add new contacts to your Contacts address book, edit existing ones and share a completed contact card with other people. To create a new contact card, click on the plus button in the bottom left of the current card. Select New Contact from the window that pops up and you're given a blank card to fill in.

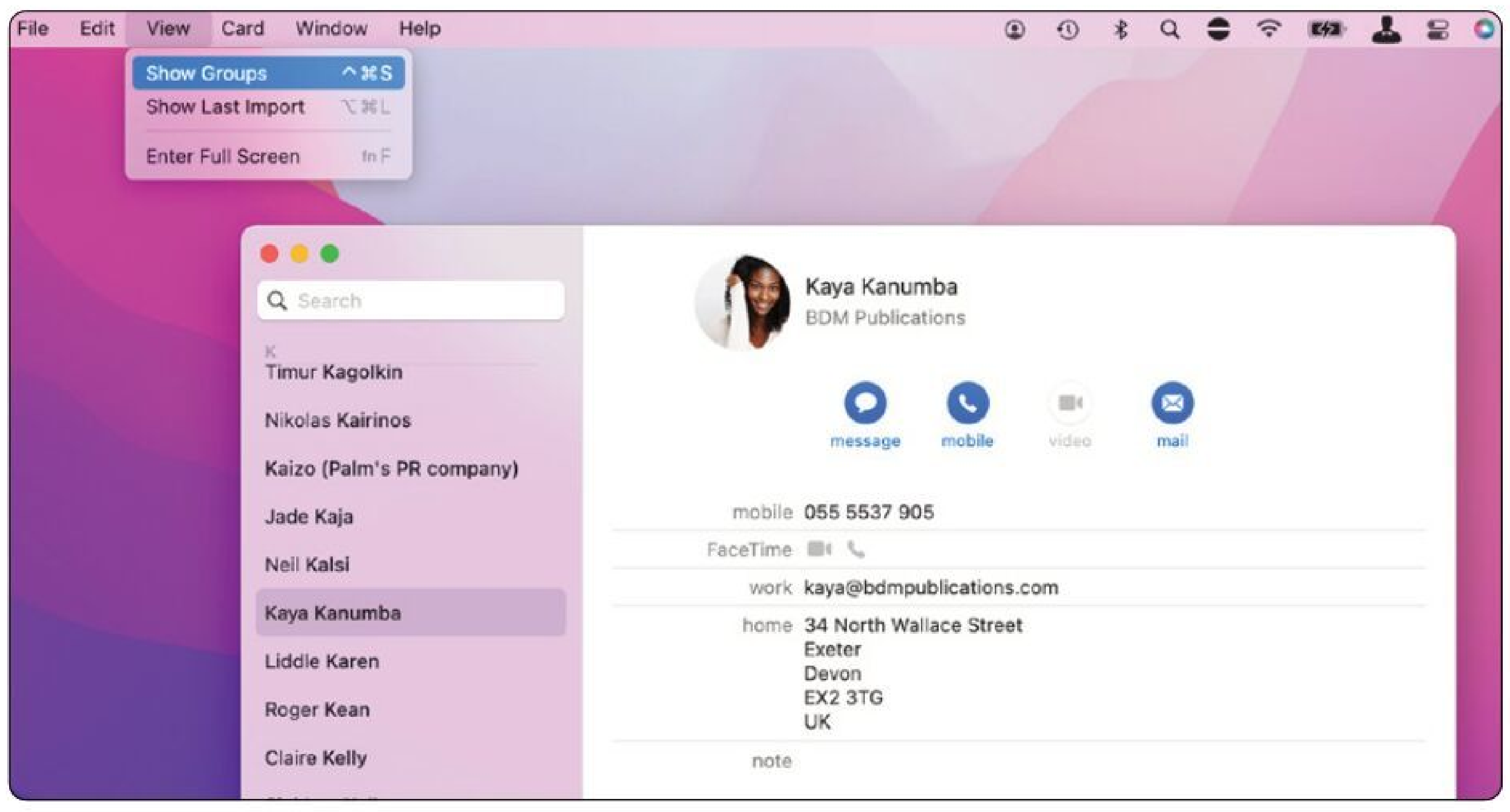
**2** To add details, click on the field and then type in the information. After entering a phone number or address, another blank is offered, in case you want to add a second one. Click on the name of the detail (in blue) for a pop-up window that lets you change it. When you're finished, click Done. To change or add information to a card you've completed, click Edit.


Memoji
Emoji
Monogram
Camera
Photos
Suggestions
Memoji
Pose
Style
Cancel
Save


Contacts
File
Edit
View
Card
Window
Help
Go to Next Card
Go to Previous Card
Merge Selected Cards
Look for Duplicates...
Add Field
Mark as a Company
Show Last Name Before First
Make This My Card
Go to My Card
Share My Card
Clear Custom Image
Choose Custom Image...
Open in Separate Window
Phonetic First/Last Name
Prefix
Middle Name
Suffix
Nickname
Phonetic Company
Job Title
Department
Maiden Name
Phone
Email
URL
Birthday
Lunar Birthday
Date
Related Name
Instant Message
Twitter
Profile
Address
Edit Template...
Kaya Kanumba
BDM Publications
mobile 055 5637 905

**3** To add a photo to a contact card, which is then displayed against messages, incoming calls and emails from that contact, drag a picture onto the grey circle then crop and resize it to your requirements. You can also click on this circle or the Picture tab and navigate to a photo or default image or even take a new one.

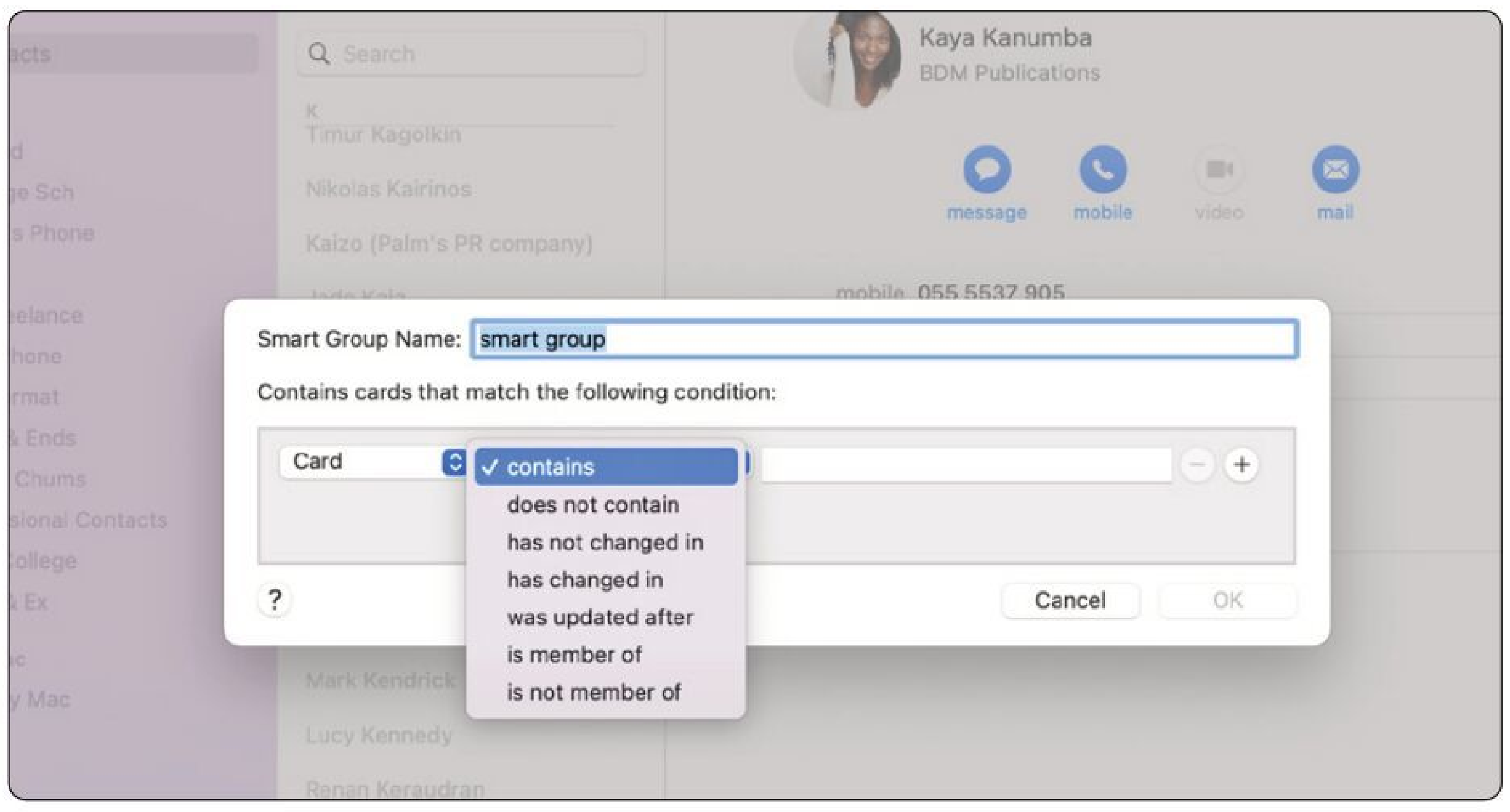
**4** If you need a piece of information in a contact card that doesn't currently have a blank field, open the Card menu from the top bar and go to Add Field. You can then choose one of the options on offer, such as: Maiden Name, Nickname or Twitter name. This new field is then added to the card, for you to fill in.


File
Edit
View
Card
Window
Help
Show Groups ^⌘S
Show Last Import ⌥⌘L
Enter Full Screen fn F
Search
K
Timur Kagolkin
Nikolas Kairinos
Kaizo (Palm's PR company)
Jade Kaja
Neil Kalsi
Kaya Kanumba
Liddle Karen
Roger Kean
Claire Kelly
message
mobile
video
mail

Kaya Kanumba
BDM Publications

mobile 055 5537 905
FaceTime
work kaya@bdmpublications.com
home 34 North Wallace Street
Exeter
Devon
EX2 3TG
UK
note

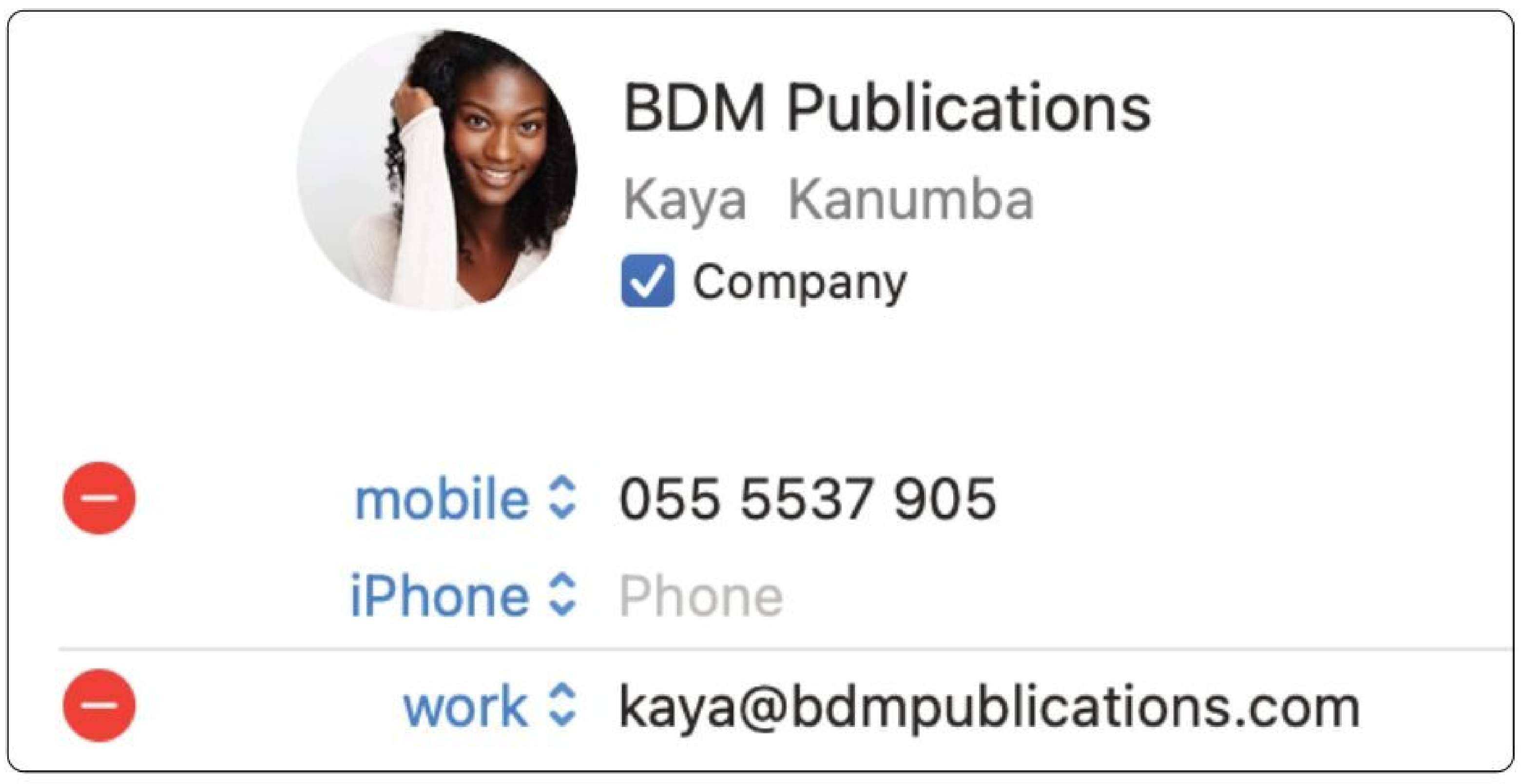
**5** You can organise your contact cards into groups. To show and hide the Groups panel, click on the View menu and select Show/Hide Groups. To add a contact to a group, simply drag it from the middle panel onto the group in question. A card can be in more than one group at a time, without being duplicated.


Search
Kaya Kanumba
BDM Publications
message
mobile
video
mail
Card
✓ contains
does not contain
has not changed in
has changed in
was updated after
is member of
is not member of
?
Cancel
OK

Smart Group Name: smart group

Contains cards that match the following condition:

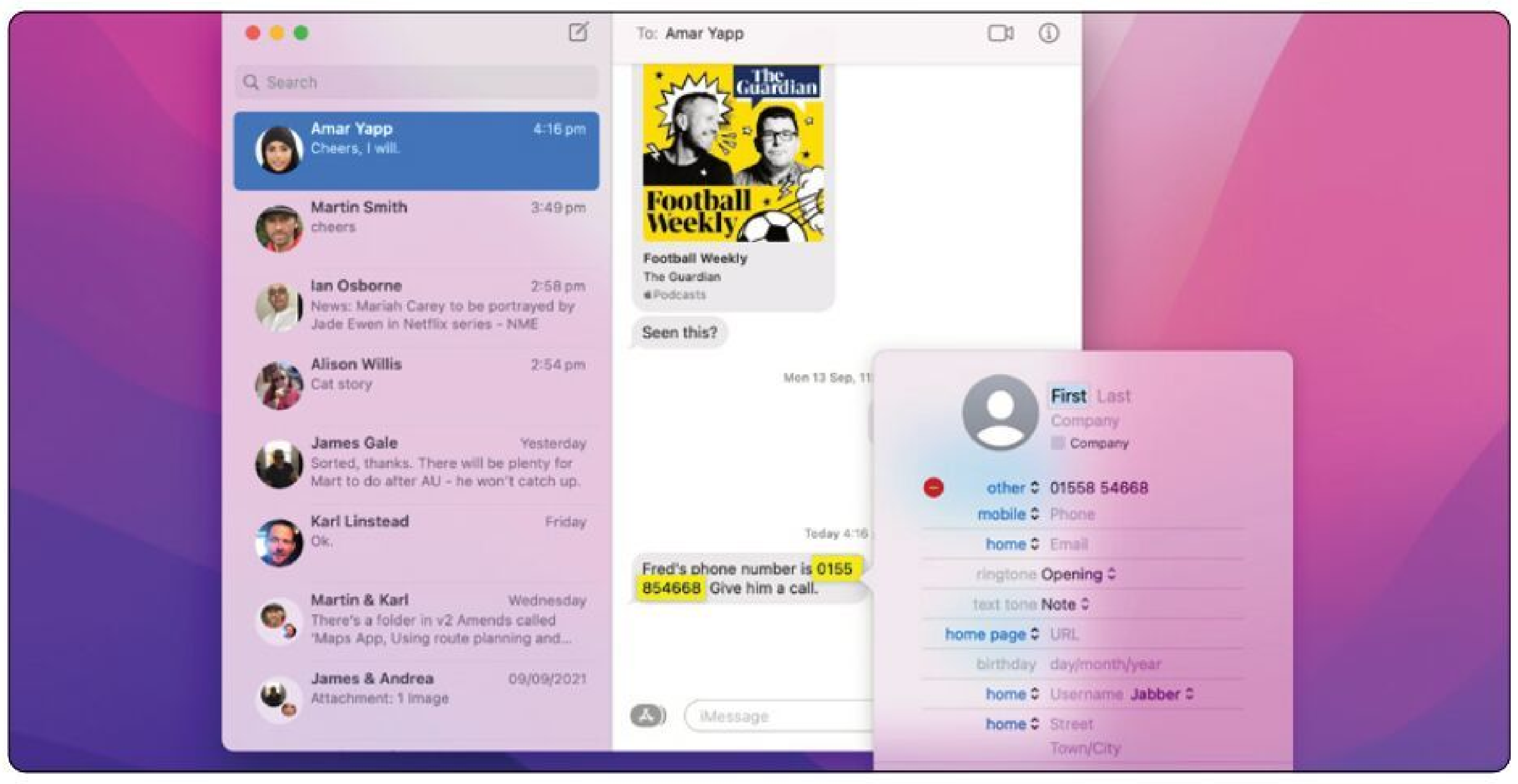
**6** Smart Groups are groups with a set of rules. They automatically include every card that satisfies the parameters of chosen rules. Go to File > New Smart Group to open one. Here we're making a Smart Group for every contact that says 'Xmas card' in the notes. Great for sending out greetings cards at Christmas!



BDM Publications
Kaya Kanumba
☑ Company

mobile ⇕ 055 5537 905
iPhone ⇕ Phone
work ⇕ kaya@bdmpublications.com

**7** To set up a card from a company rather than an individual or display a contact according to the person's employer instead of his or her name, check the box marked Company at the top of the card. This reverses the name and company details of the contact and indexes them according to the company name.


Search
To: Amar Yapp
The Guardian
Football Weekly
Football Weekly
The Guardian
Podcasts
Mon 13 Sep
Today 4:16
iMessage
First Last
Company
Company
other ⇕
mobile ⇕ Phone
home ⇕ Email
ringtone Opening ⇕
text tone Note ⇕
home page ⇕ URL
birthday day/month/year
home ⇕ Username Jabber ⇕
home ⇕ Street
Town/City

Amar Yapp 4:16 pm
Cheers, I will.

Martin Smith 3:49 pm
cheers

Ian Osborne 2:58 pm
News: Mariah Carey to be portrayed by Jade Ewen in Netflix series - NME

Alison Willis 2:54 pm
Cat story

James Gale Yesterday
Sorted, thanks. There will be plenty for Mart to do after AU - he won't catch up.

Karl Linstead Friday
Ok.

Martin & Karl Wednesday
There's a folder in v2 Amends called 'Maps App, Using route planning and...

James & Andrea 09/09/2021
Attachment: 1 image

Seen this?

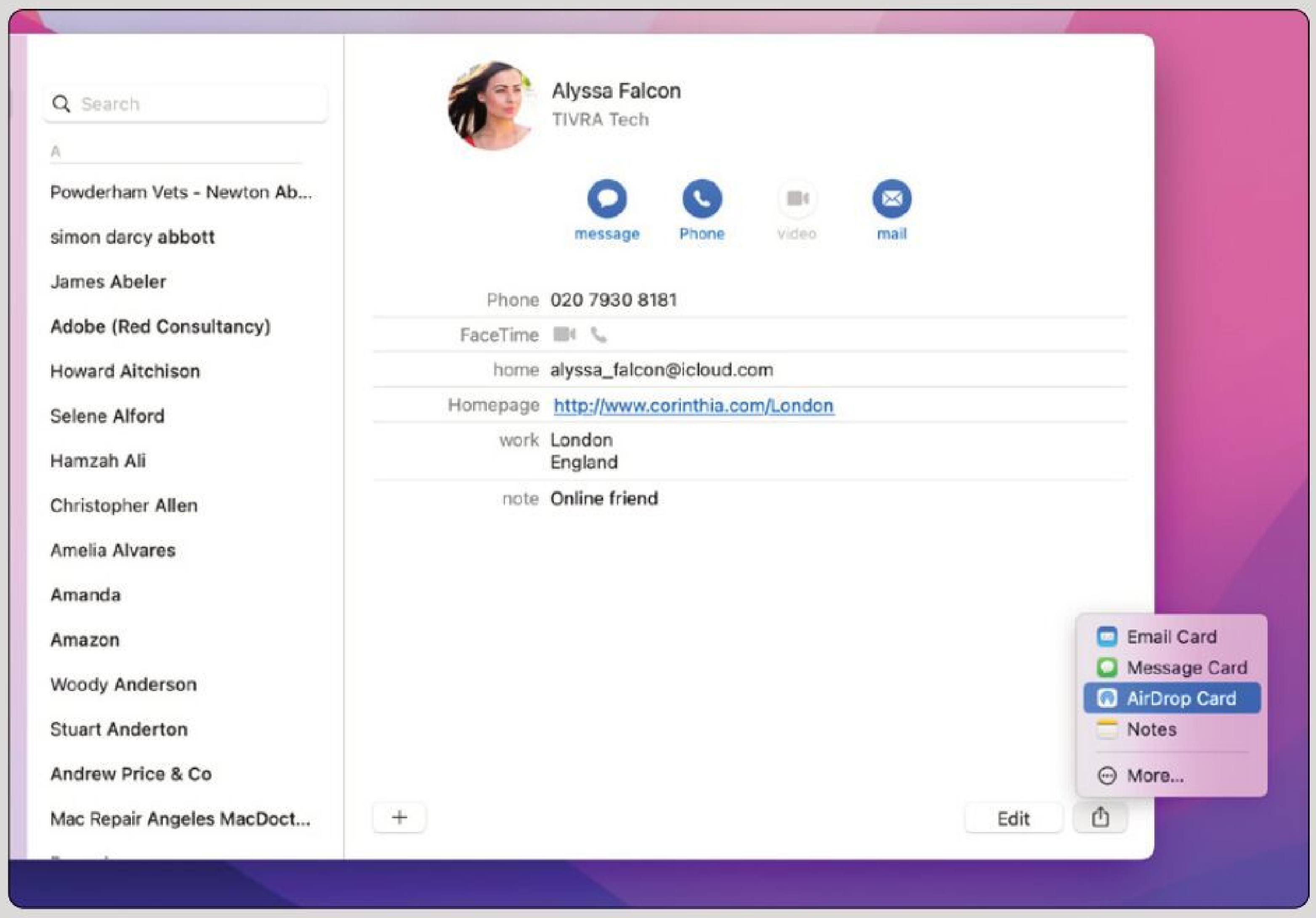
Fred's phone number is 0155 854668 Give him a call.

other 01558 54668

**8** If you get an email, a message or other communication with contact details in them, you can add them directly to Contacts. Click on the details in question, and a pop-up window lets you start a new Contacts card with those details already in place. If you want to add the details to an existing card, click Contacts and click on it in the new sidebar.

## Sharing Contacts.

If you want to share a contact card with someone else, click the icon showing a box with an up-pointing arrow and choose a sharing option. You can send the contact as a v-card by AirDrop, Mail, Messages and more. The person receiving it then double-clicks the v-card to add it to their own address book.

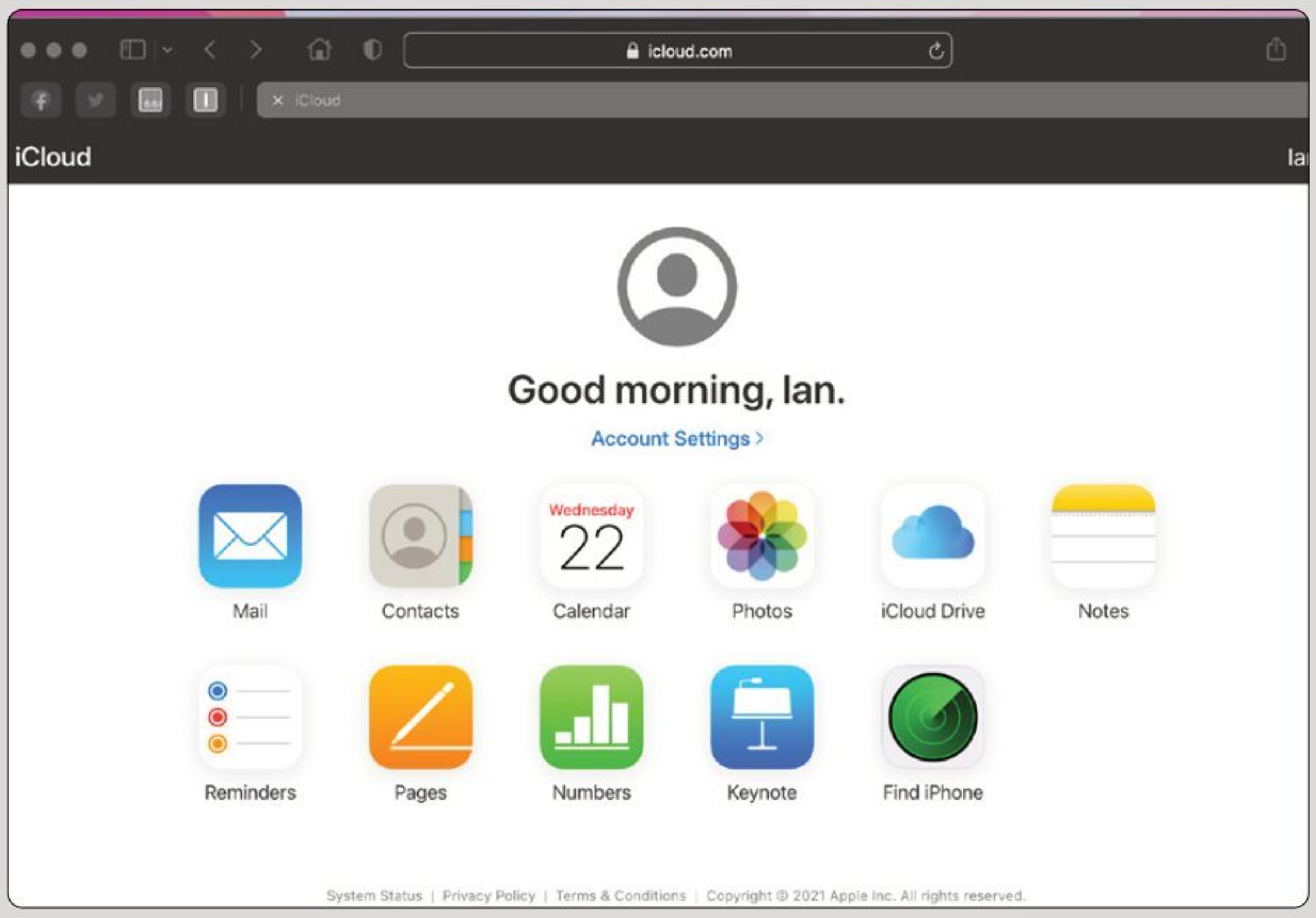

Search
A
Powderham Vets - Newton Ab...
simon darcy abbott
James Abeler
Adobe (Red Consultancy)
Howard Aitchison
Selene Alford
Hamzah Ali
Christopher Allen
Amelia Alvares
Amanda
Amazon
Woody Anderson
Stuart Anderton
Andrew Price & Co
Mac Repair Angeles MacDoct...
message
Phone
video
mail
Email Card
Message Card
AirDrop Card
Notes
More...
+
Edit

Alyssa Falcon
TIVRA Tech

Phone 020 7930 8181
FaceTime
home alyssa_falcon@icloud.com
Homepage http://www.corinthia.com/London
work London
England
note Online friend

## Using Contacts on iCloud.

You can also access your contacts using a web browser on any computer, tablet or smartphone that's connected to the Internet. Just go to www.icloud.com, enter your details and then click on Contacts. Only cards stored under iCloud in your Contacts app appear here, so bear this in mind when adding cards.


icloud.com
iCloud
iCloud
Account Settings >
Mail
Contacts
Wednesday
22
Calendar
Photos
iCloud Drive
Notes
Reminders
Pages
Numbers
Keynote
Find iPhone

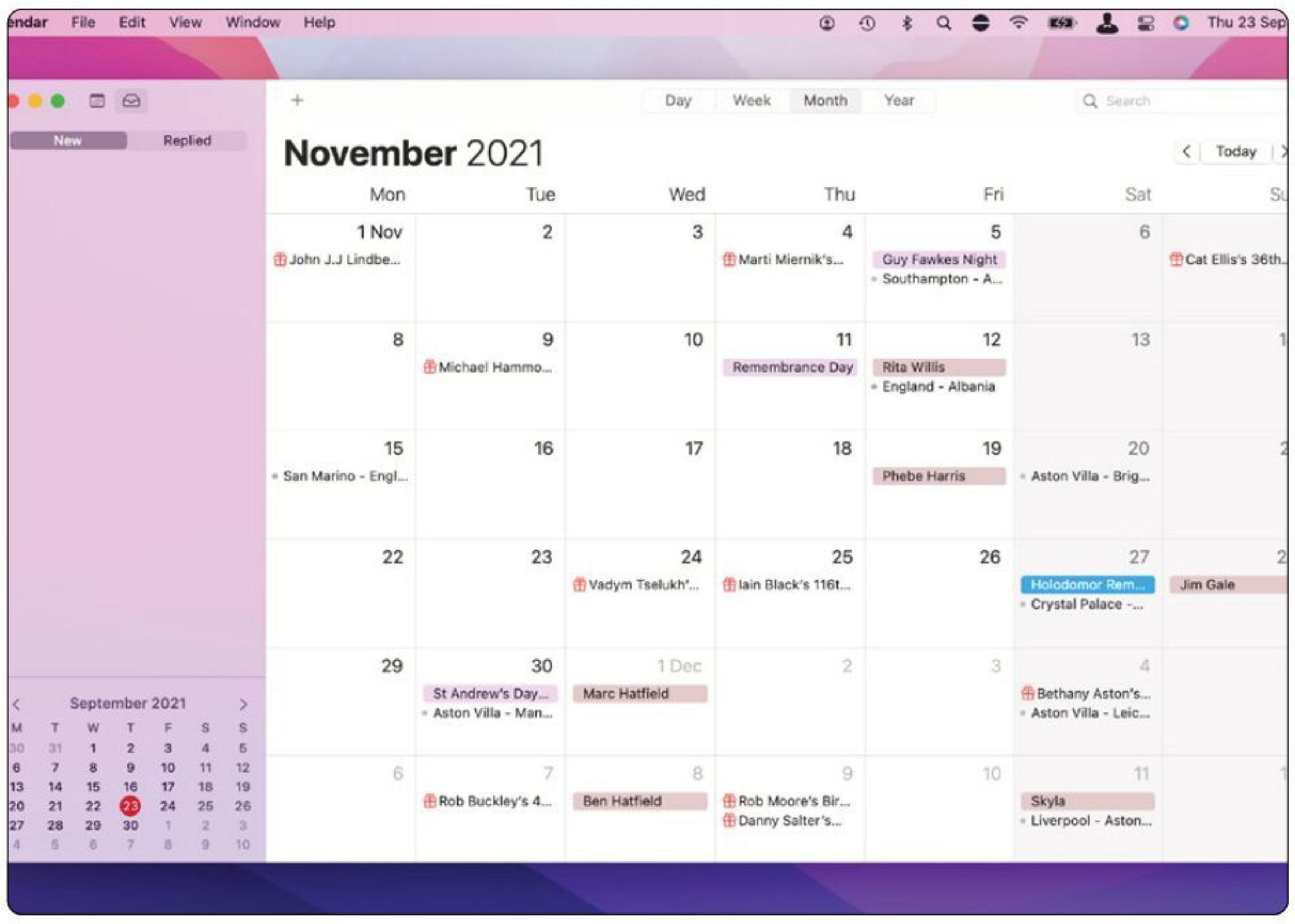
Good morning, Ian.

System Status | Privacy Policy | Terms & Conditions | Copyright © 2021 Apple Inc. All rights reserved.

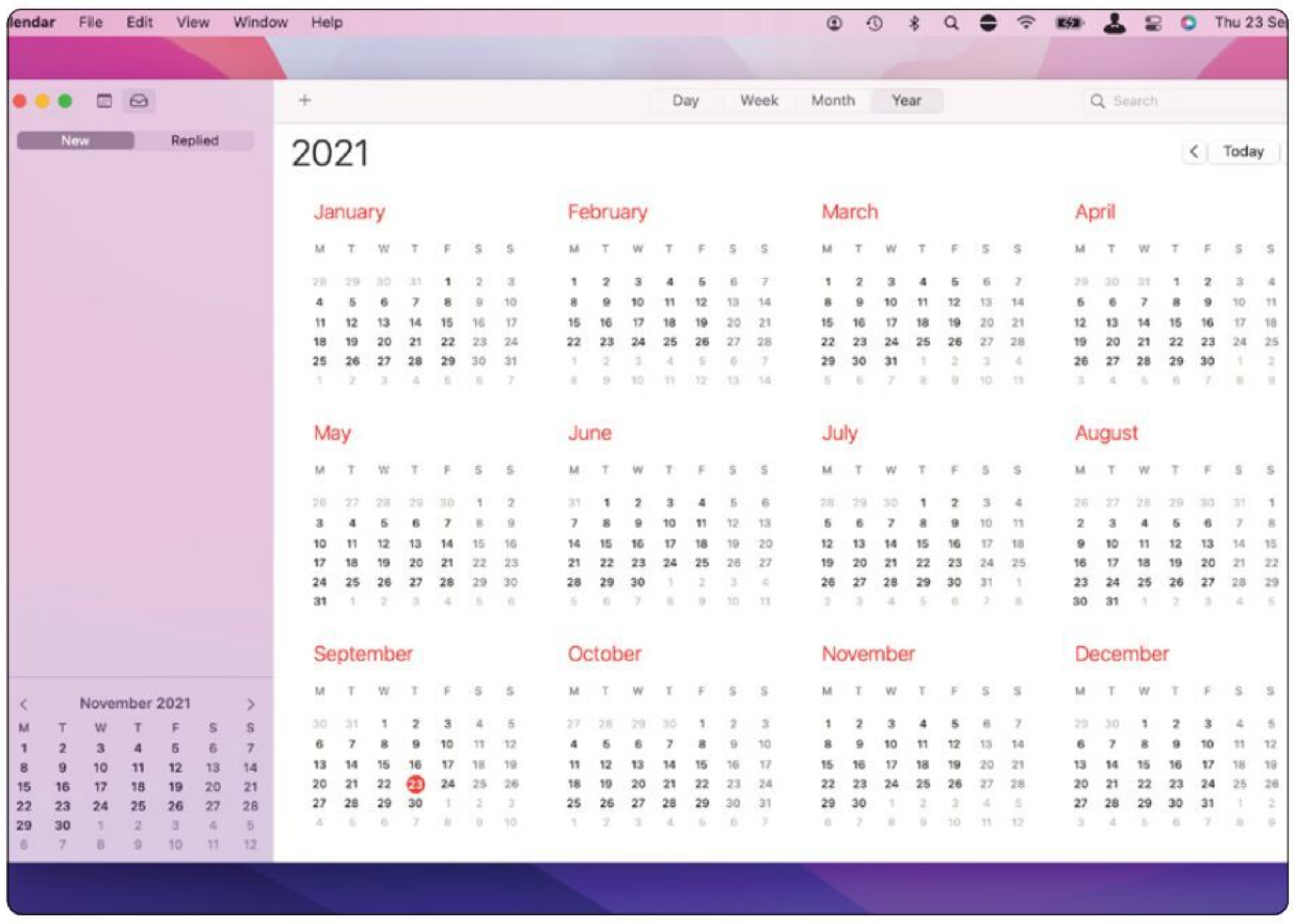
# Calendar
# Plan Your Events

The Calendar app, as you'd expect, is there to help you organise your life. With it you can add events, set reminders and synchronise your calendars with your iPad or iPhone. Birthdays and anniversaries can be stored and you're able to set annually reoccurring events, as well as scheduled alerts.

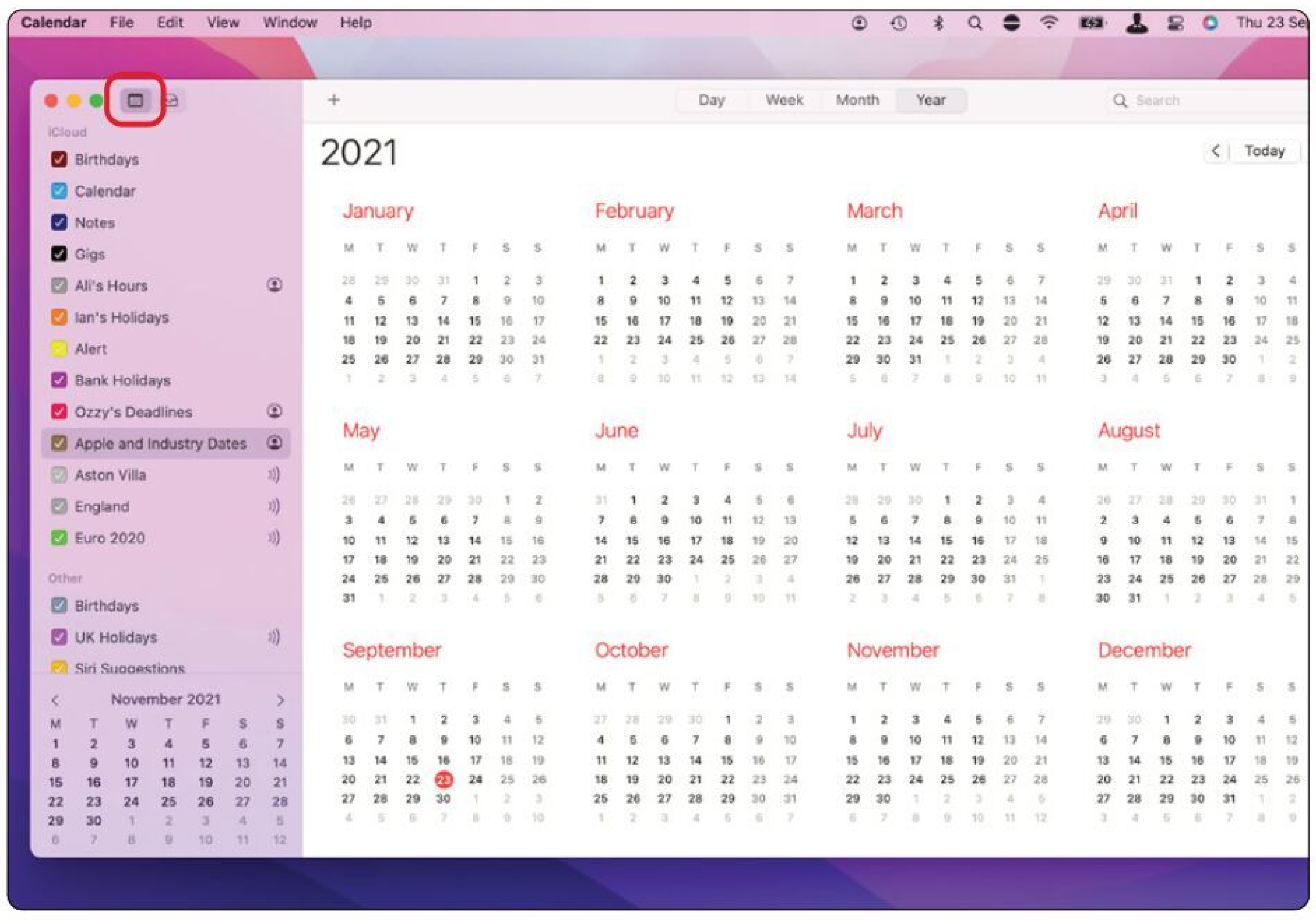
## Changing the View


Day
Week
Month
Year
November 2021
Today

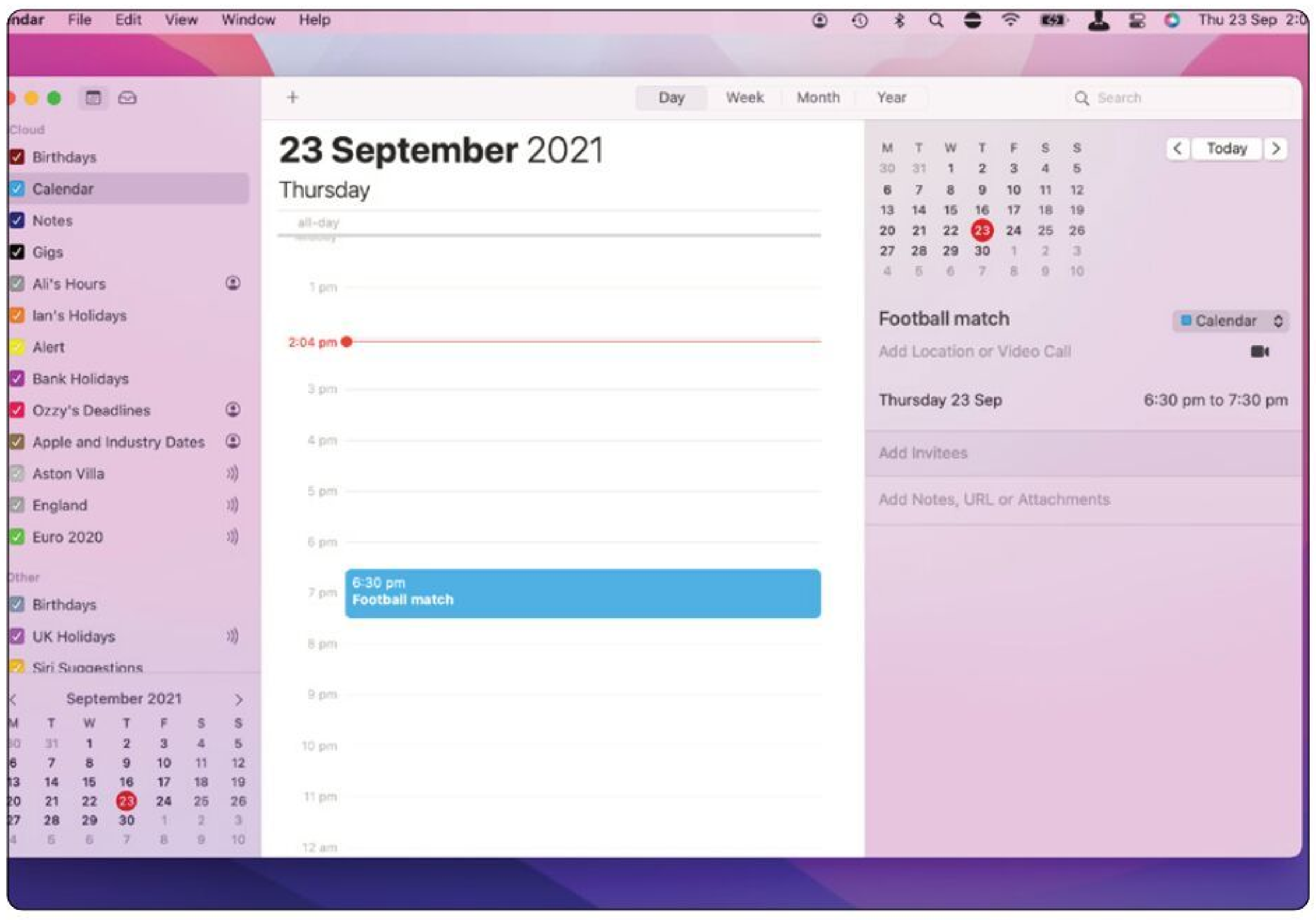
**1** There are several different ways to view your calendars. To move between Day, Week, Month and Year views, you can use the corresponding buttons that appear in the top bar of the Calendar application.


Day
Week
Month
Year
2021
Today

**2** The Year view shows you a complete year in a single window. Clicking on the title bar for any month takes you to its Month view. Double-click a specific day in either Year, Week or Month view to open its page in the Day view.

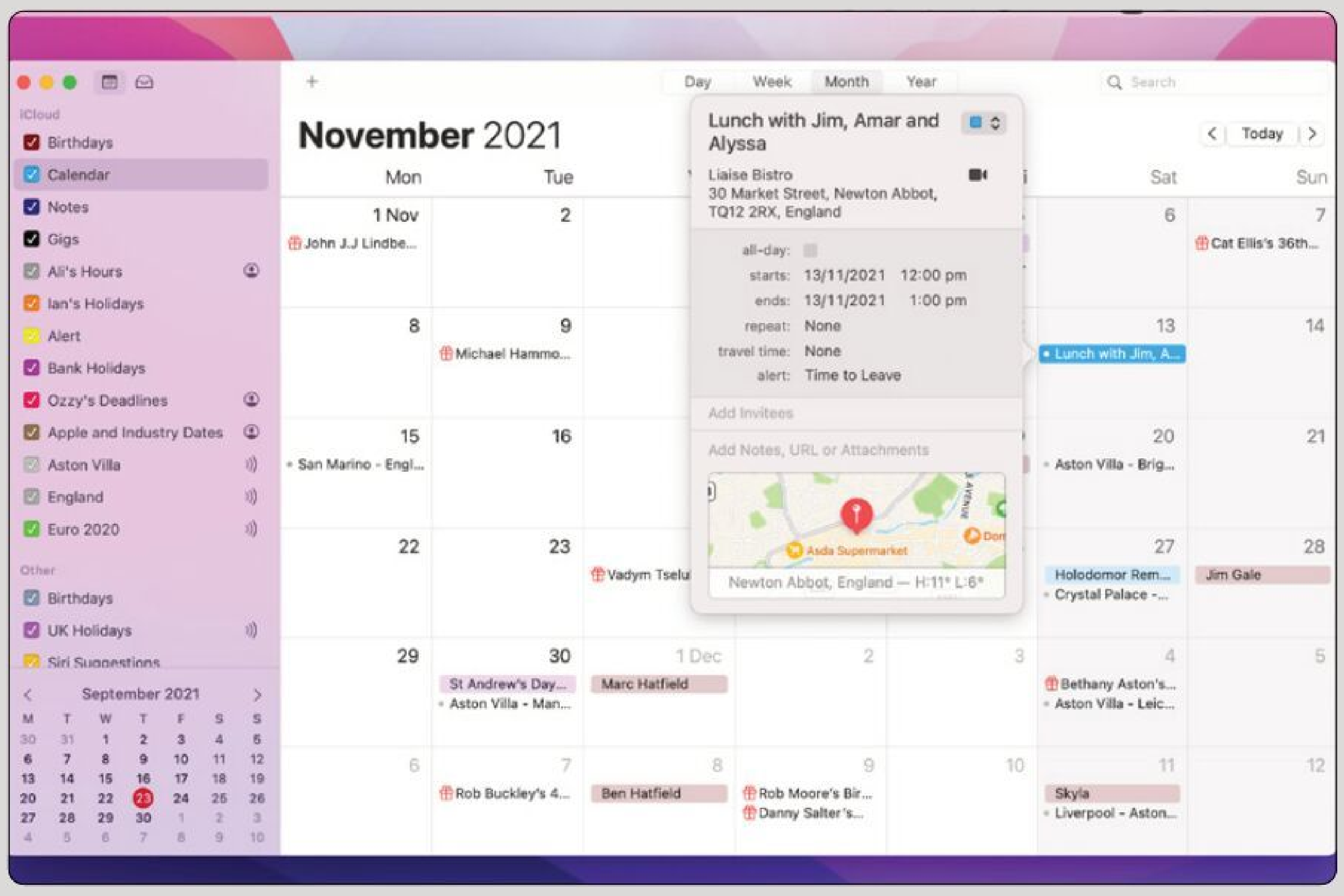

Birthdays
Calendar
Notes
Gigs
2021
Today

**3** Click the Calendars button (top left) to open and close the sidebar, as shown here. This sidebar is visible regardless of whether you're in Day, Week, Month or Year view and lets you mute or reveal individual calendars and more.

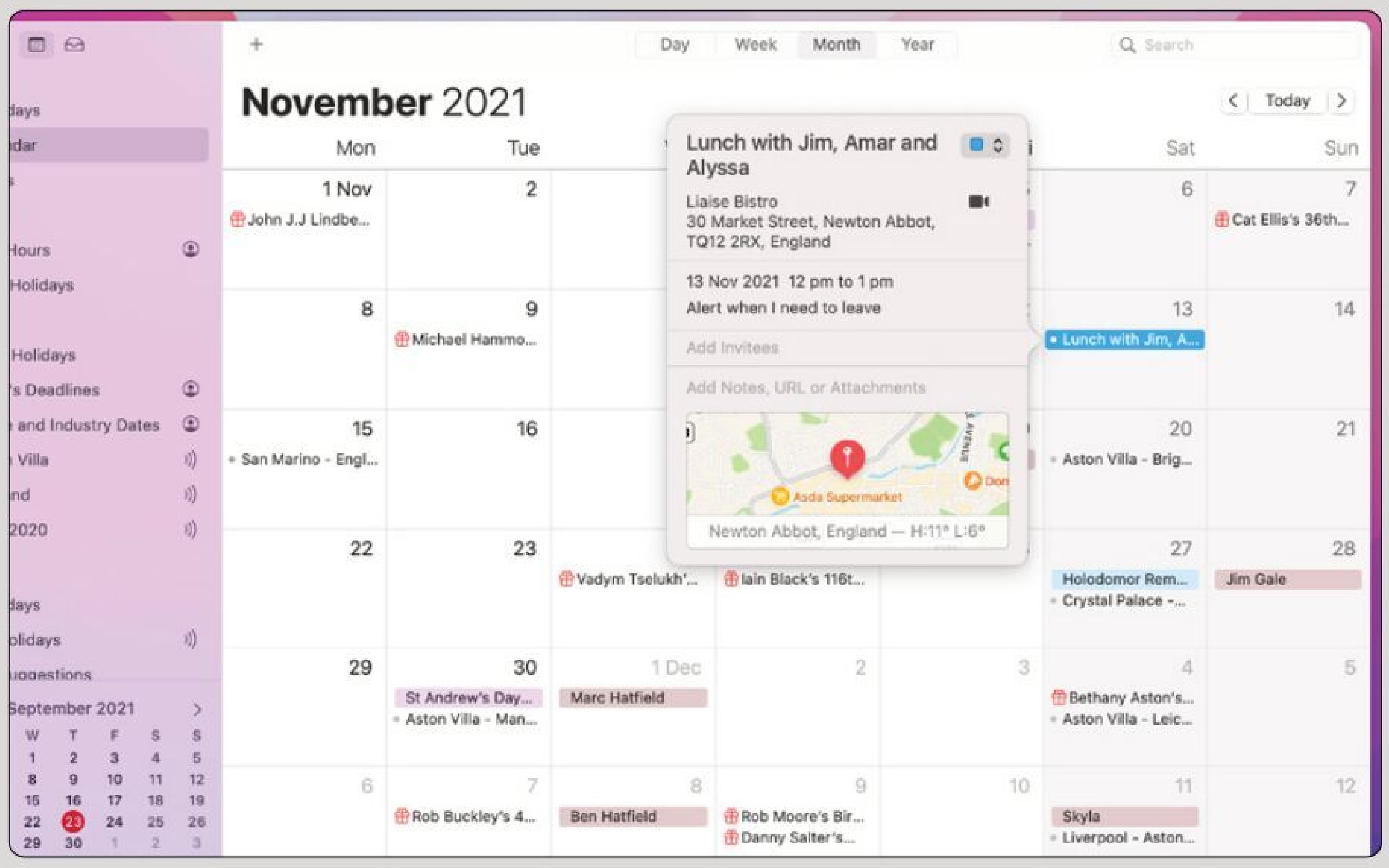

23 September 2021
Thursday
Today
Football match
Thursday 23 Sep
6:30 pm to 7:30 pm

**4** Click the Today button in the top right corner to get to the Day, Week, Month or Year (depending on view) with the current day in it. The arrows either side take you forward or back one year, month, week or day at a time; depending on the display.

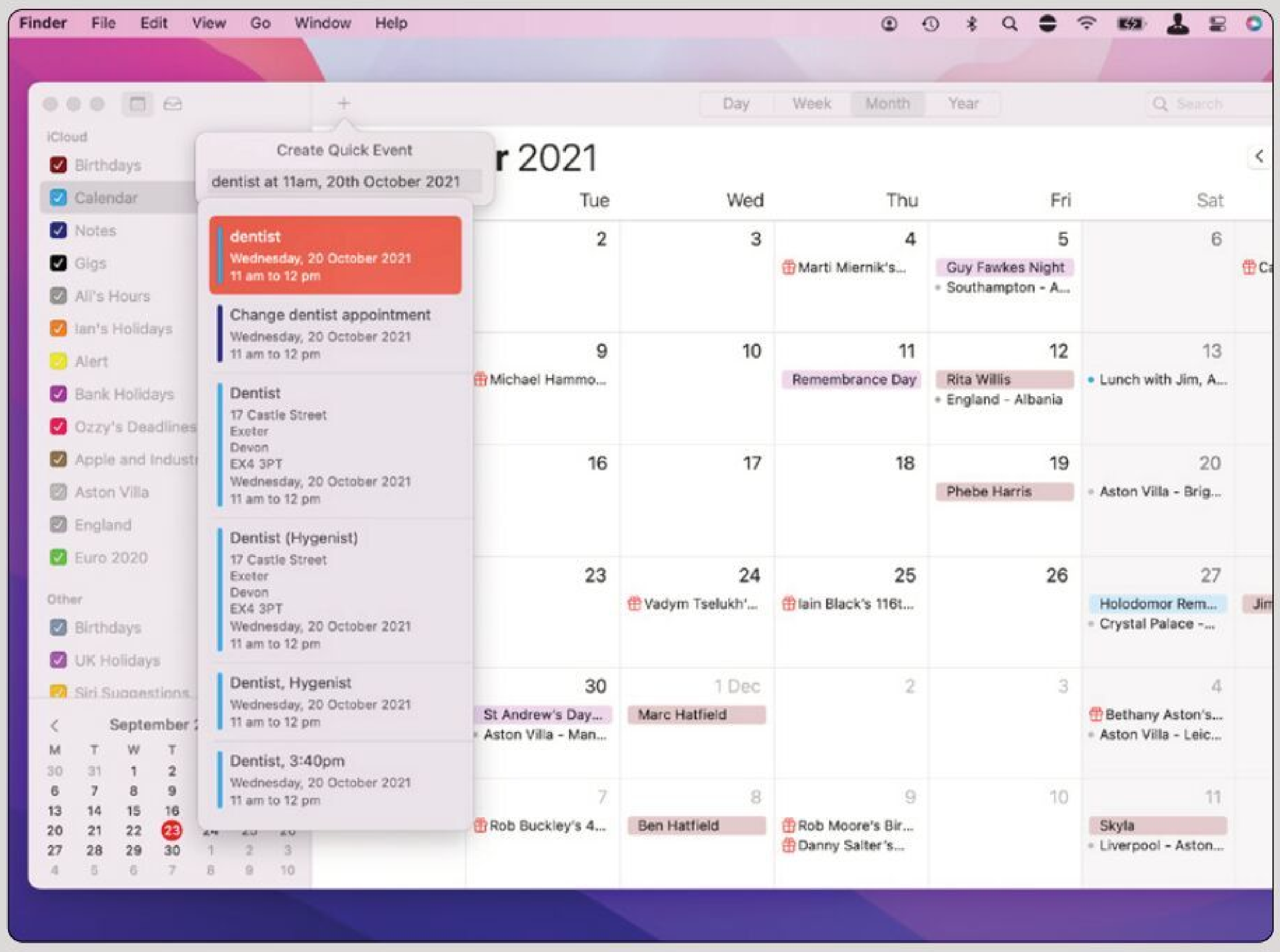
## Creating an Event.


November 2021
Day
Week
Month
Year
Today
Lunch with Jim, Amar and Alyssa
Liaise Bistro
30 Market Street, Newton Abbot, TQ12 2RX, England
Add Invitees
Add Notes, URL or Attachments
Newton Abbot, England — H:11° L:6°

**1** In Day and Week views, to add an event double-click the time slot, then drag and/or expand/contract it into place. The hours are divided into quarter-hour sections for adding events. For all-day events, click the top bar.

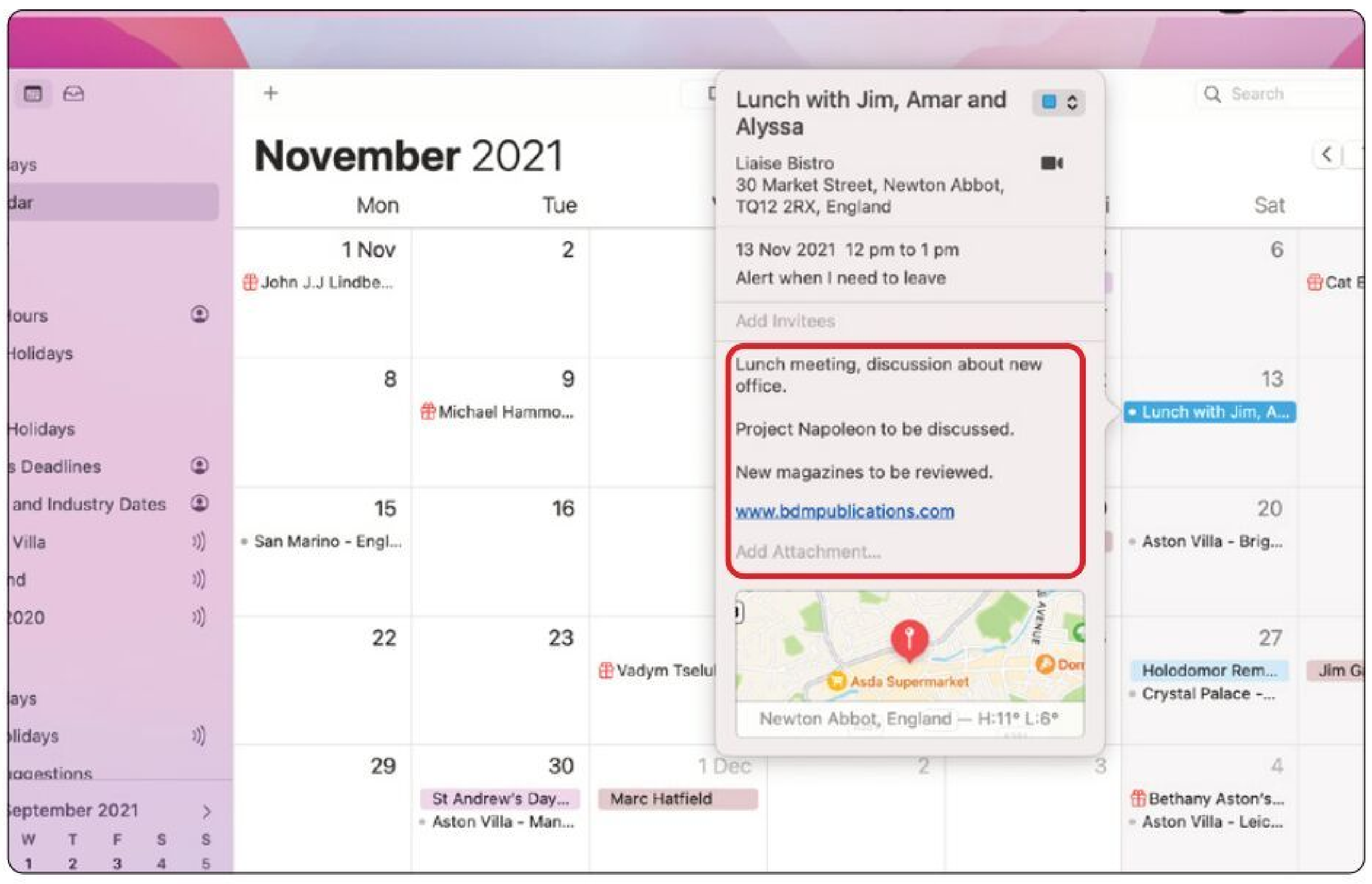

November 2021
Lunch with Jim, Amar and Alyssa
Liaise Bistro
30 Market Street, Newton Abbot, TQ12 2RX, England
13 Nov 2021 12 pm to 1 pm
Alert when I need to leave
Add Invitees
Add Notes, URL or Attachments
Newton Abbot, England — H:11° L:6°

**2** Double-click on an event to add and edit all sorts of details in a pop-up window; including the title, location, alerts, notes, URLs and more. The pull-down menu in the top right of this window lets you change which calendar it's stored in.

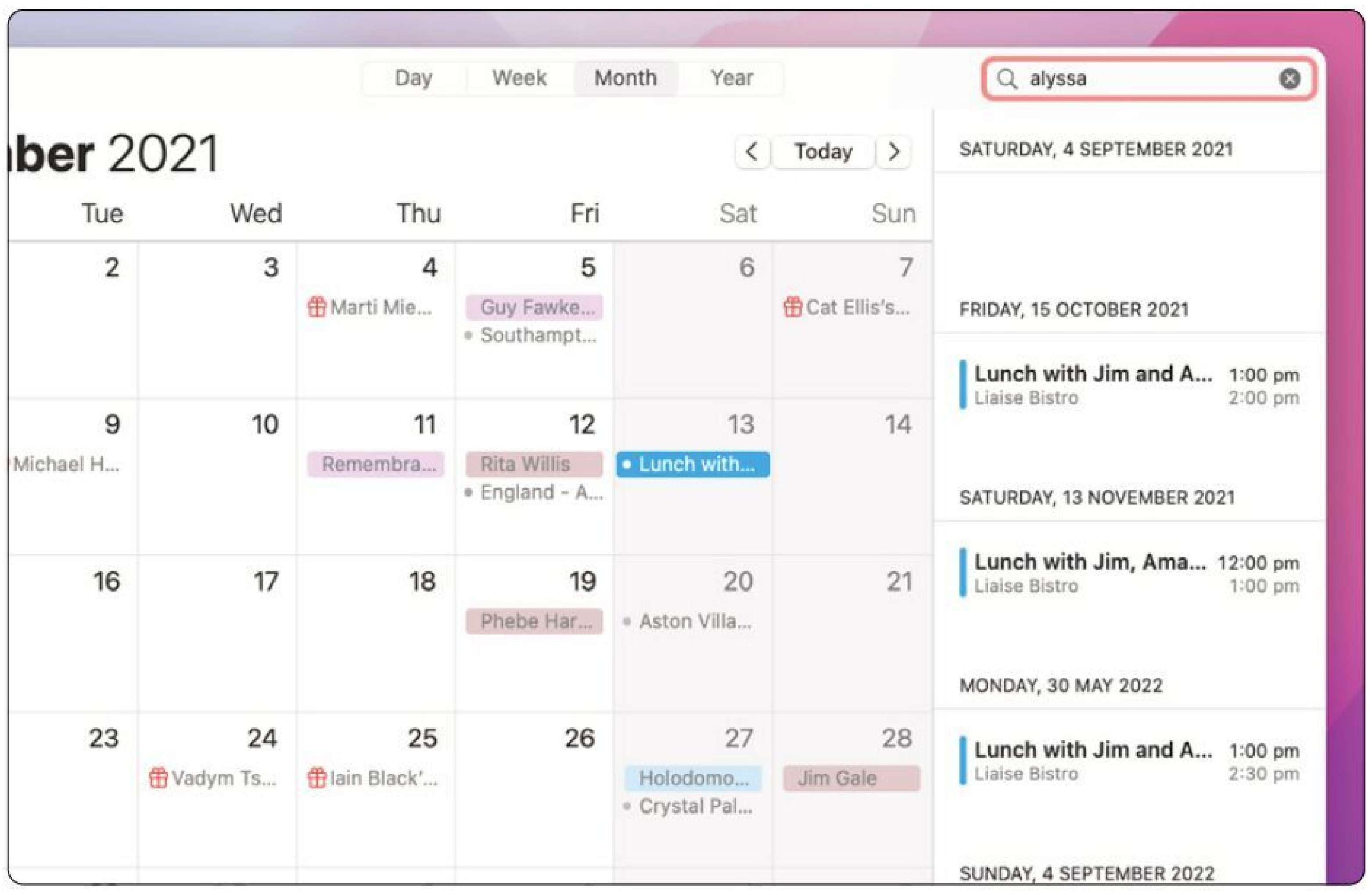

Create Quick Event
dentist at 11am, 20th October 2021
dentist
Wednesday, 20 October 2021
11 am to 12 pm
Change dentist appointment
Dentist
Dentist (Hygenist)
Dentist, Hygenist
Dentist, 3:40pm

**3** Clicking the '+' button in the toolbar lets you create a quick event. Type in a title or brief description, day and or time and Calendar intelligently enters it at the appropriate place. For example, type 'Dentist, 10th May, 11am' and it's added.

## Searching Calendar


November 2021
Lunch with Jim, Amar and Alyssa
Liaise Bistro
30 Market Street, Newton Abbot, TQ12 2RX, England
13 Nov 2021 12 pm to 1 pm
Alert when I need to leave
Add Invitees
Lunch meeting, discussion about new office.
Project Napoleon to be discussed.
New magazines to be reviewed.
www.bdmpublications.com
Add Attachment...

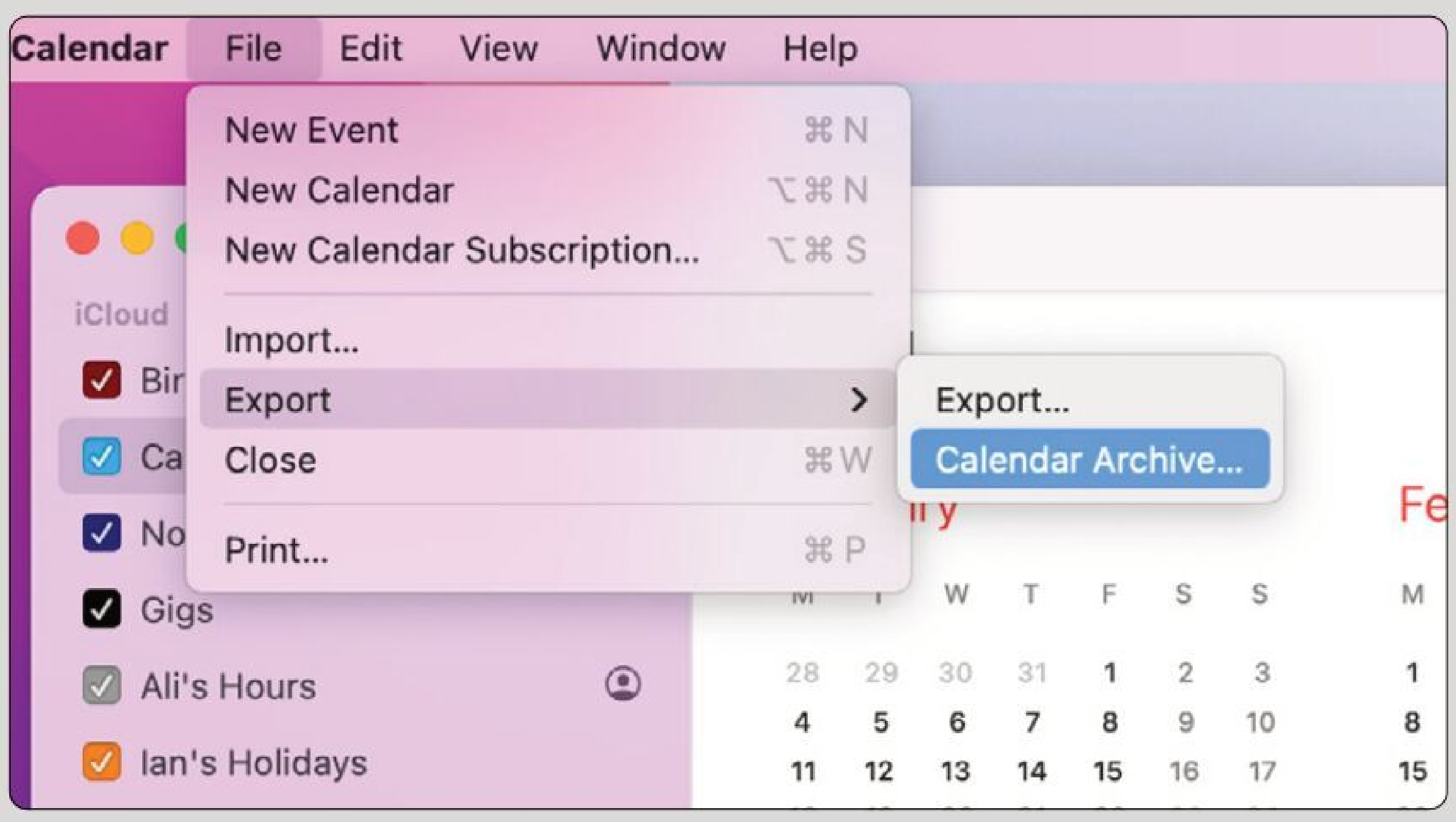
**1** Make your events more easily searchable by labelling them clearly and adding details in the notes section. The search function scans both event names and notes for keywords, so the more details you put in, the easier they are to find.


alyssa
SATURDAY, 4 SEPTEMBER 2021
FRIDAY, 15 OCTOBER 2021
Lunch with Jim and A... 1:00 pm 2:00 pm
SATURDAY, 13 NOVEMBER 2021
Lunch with Jim, Ama... 12:00 pm 1:00 pm
MONDAY, 30 MAY 2022
Lunch with Jim and A... 1:00 pm 2:30 pm
SUNDAY, 4 SEPTEMBER 2022

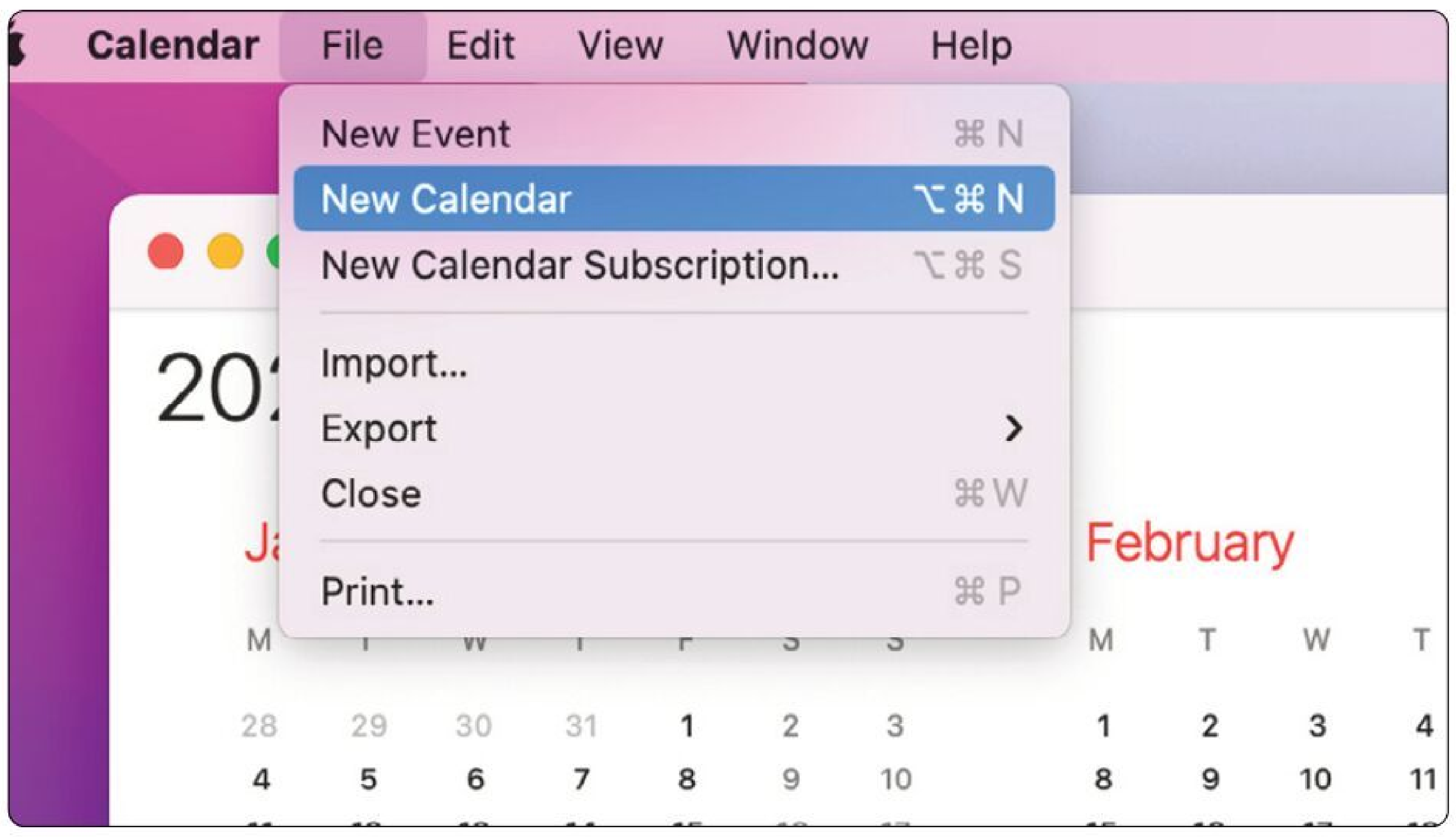
**2** Type any keywords into the search field to the right of the top bar of the Calendar window. All results appear instantly in a pane at the bottom of the main window. The more keywords you type in, the more unwanted results are filtered out.

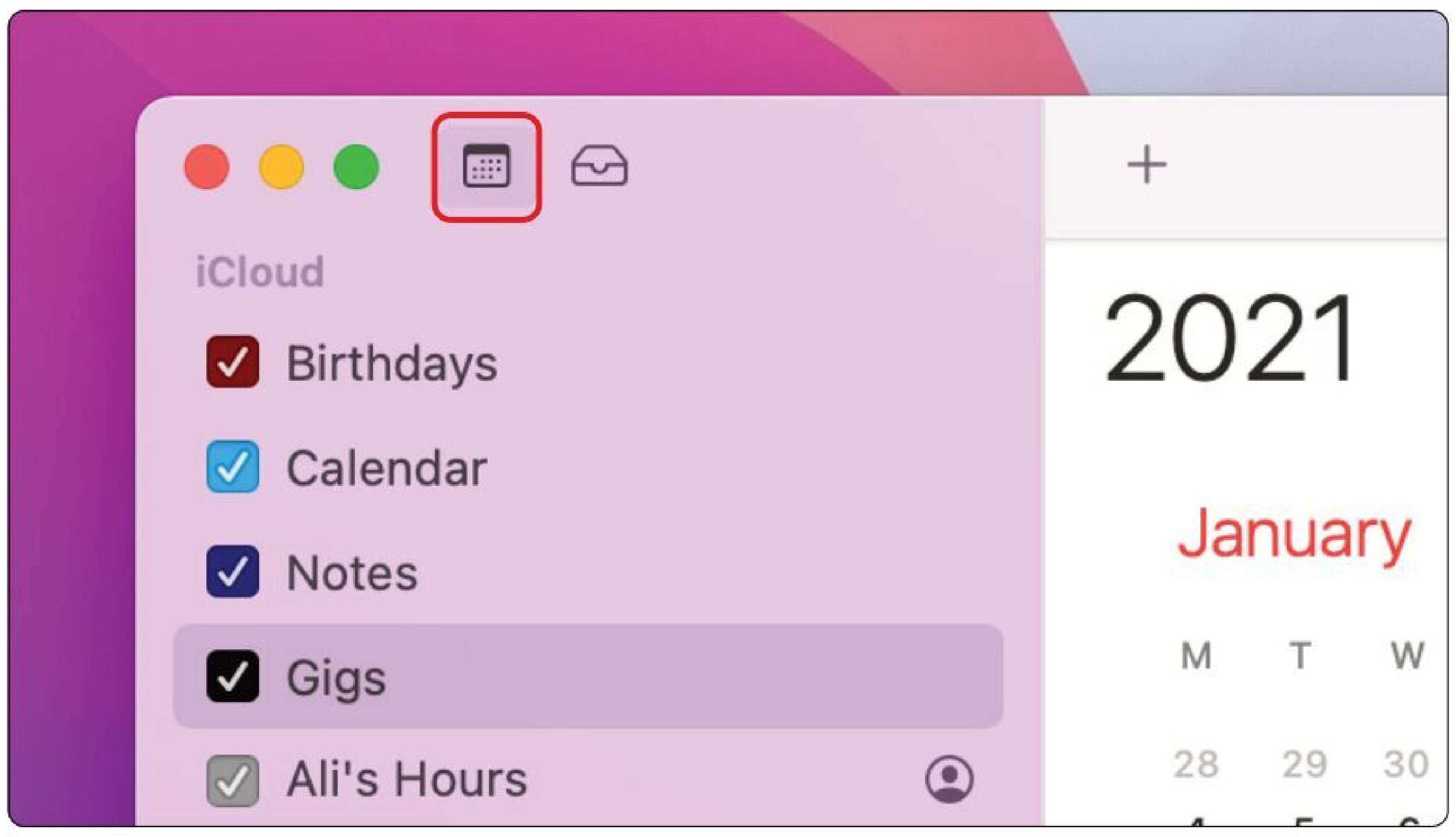
## Creating a Backup.

You can manually create a complete backup of all the calendars in your Calendars app. Open the File menu, choose Export and select Calendar Archive. You can rename the file and select a location to save it to. To load it again, use the Import option.


Calendar
File
Edit
View
Window
Help
New Event ⌘N
New Calendar ⌥⌘N
New Calendar Subscription... ⌥⌘S
Import...
Export
Close ⌘W
Print... ⌘P
Export...
Calendar Archive...
iCloud
Gigs
Ali's Hours
Ian's Holidays

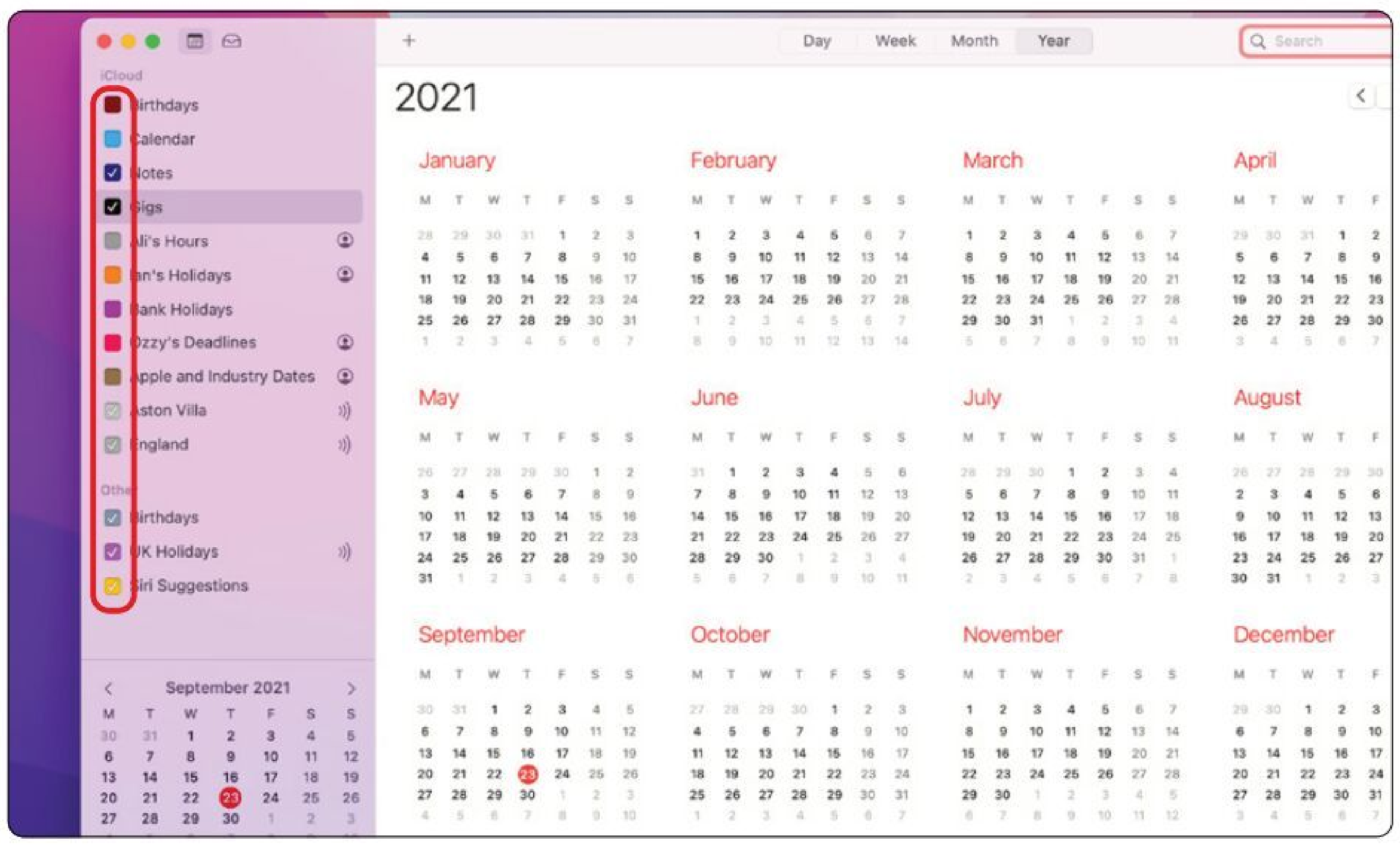
# Adding and Viewing Additional Calendars

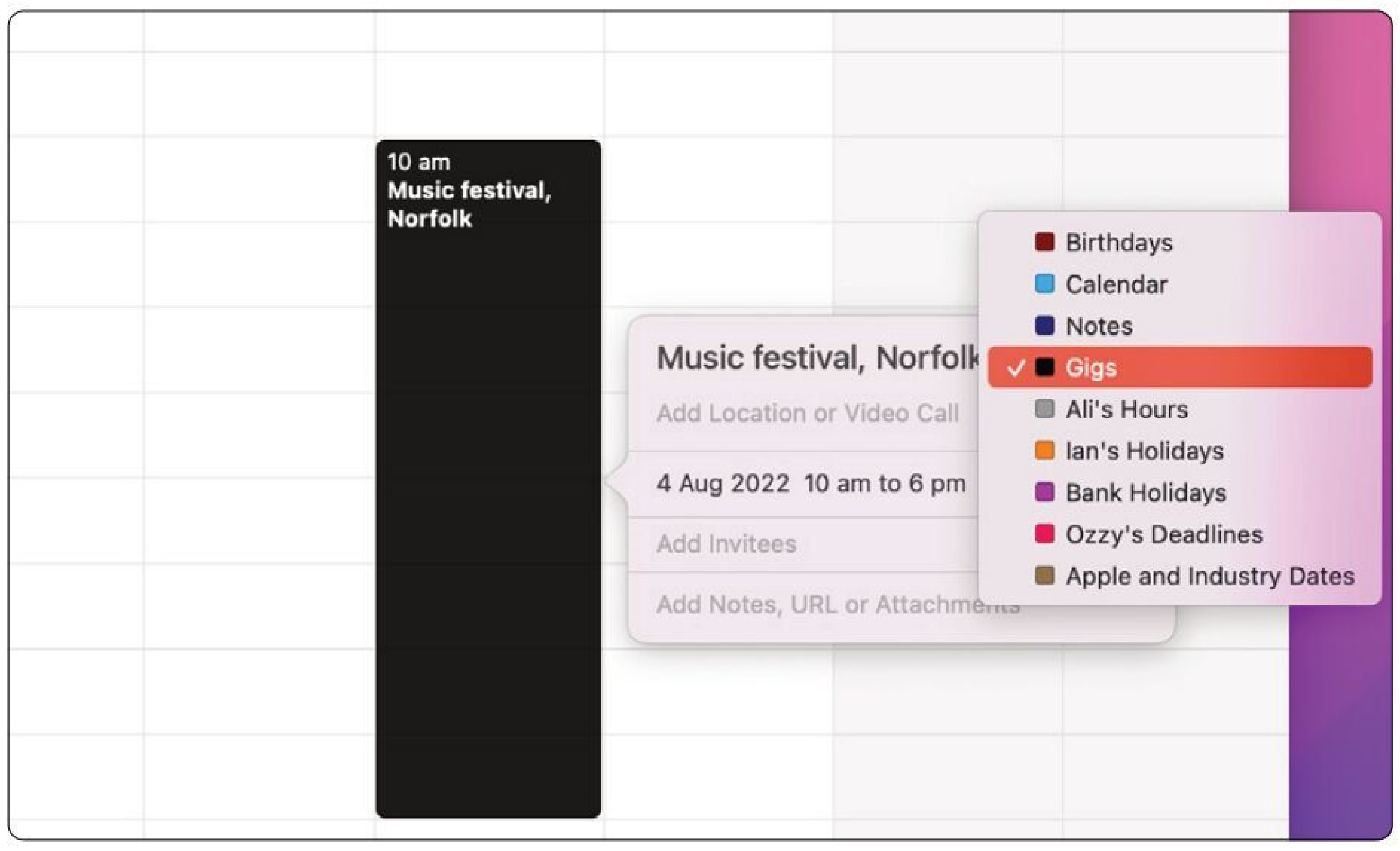

Calendar
File
Edit
View
Window
Help
New Event ⌘N
New Calendar ⌥⌘N
New Calendar Subscription... ⌥⌘S
Import...
Export
Close ⌘W
Print... ⌘P
February


iCloud
Birthdays
Calendar
Notes
Gigs
Ali's Hours
2021
January

**1** The flexible, versatile Calendar app lets you add as many different calendars as you want and use them for different things. To add a new calendar, open the File menu and select New Calendar. A box appears, prompting you to enter a name for your new calendar.

**2** To see a complete list of all the calendars you've created in the Calendars app, click the calendars button on the left side of the top bar of the Calendar window, shown as a calendar icon. A sidebar on the left of the window is revealed, showing all the calendars you currently have set up.


Day
Week
Month
Year
2021
January
February
March
April
May
June
July
August
September
October
November
December
September 2021


10 am
Music festival, Norfolk
Birthdays
Calendar
Notes
Gigs
Ali's Hours
Ian's Holidays
Bank Holidays
Ozzy's Deadlines
Apple and Industry Dates

Music festival, Norfolk

Add Location or Video Call

4 Aug 2022 10 am to 6 pm

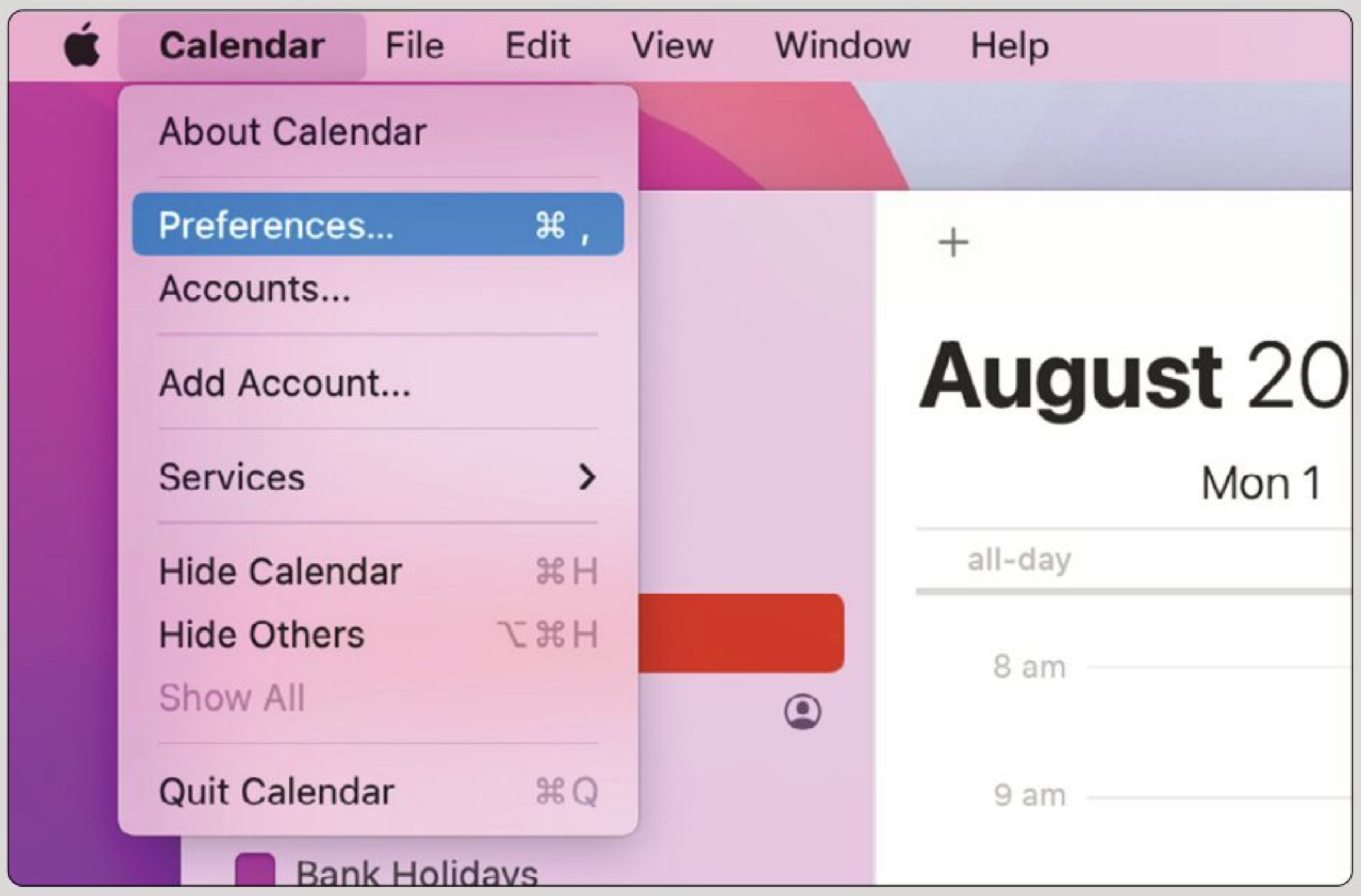
Add Invitees

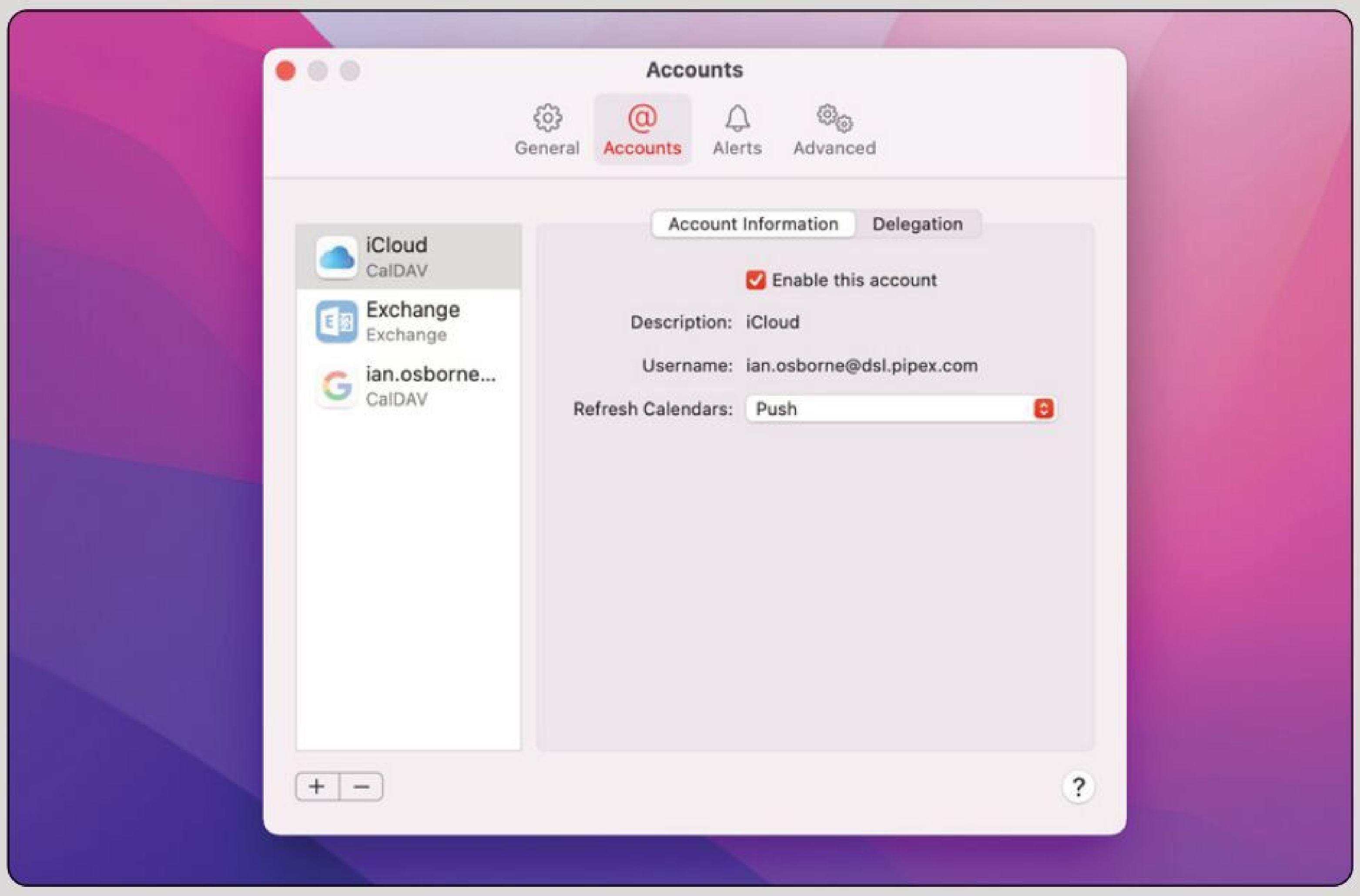
Add Notes, URL or Attachments

**3** To select which calendars you want to appear active in the main view, check or uncheck the boxes as appropriate. Each calendar is colour-coded, as are their events. Unchecked calendars aren't erased; you can check them again later if you wish.

**4** To change the calendar under which an event is listed, double-click the event to edit it then select a different calendar from the drop-down menu. Alternatively, right or ctrl-click the event, go to Calendar on the pop-up menu and select a new one.

# Calendar Preferences.


Calendar
File
Edit
View
Window
Help
About Calendar
Preferences... ⌘,
Accounts...
Add Account...
Services
Hide Calendar ⌘H
Hide Others ⌥⌘H
Show All
Quit Calendar ⌘Q
August 20
Mon 1
all-day
8 am
9 am
Bank Holidays


Accounts
General
Accounts
Alerts
Advanced
Account Information
Delegation
iCloud
CalDAV
Exchange
Exchange
ian.osborne...
CalDAV

☑ Enable this account

Description: iCloud

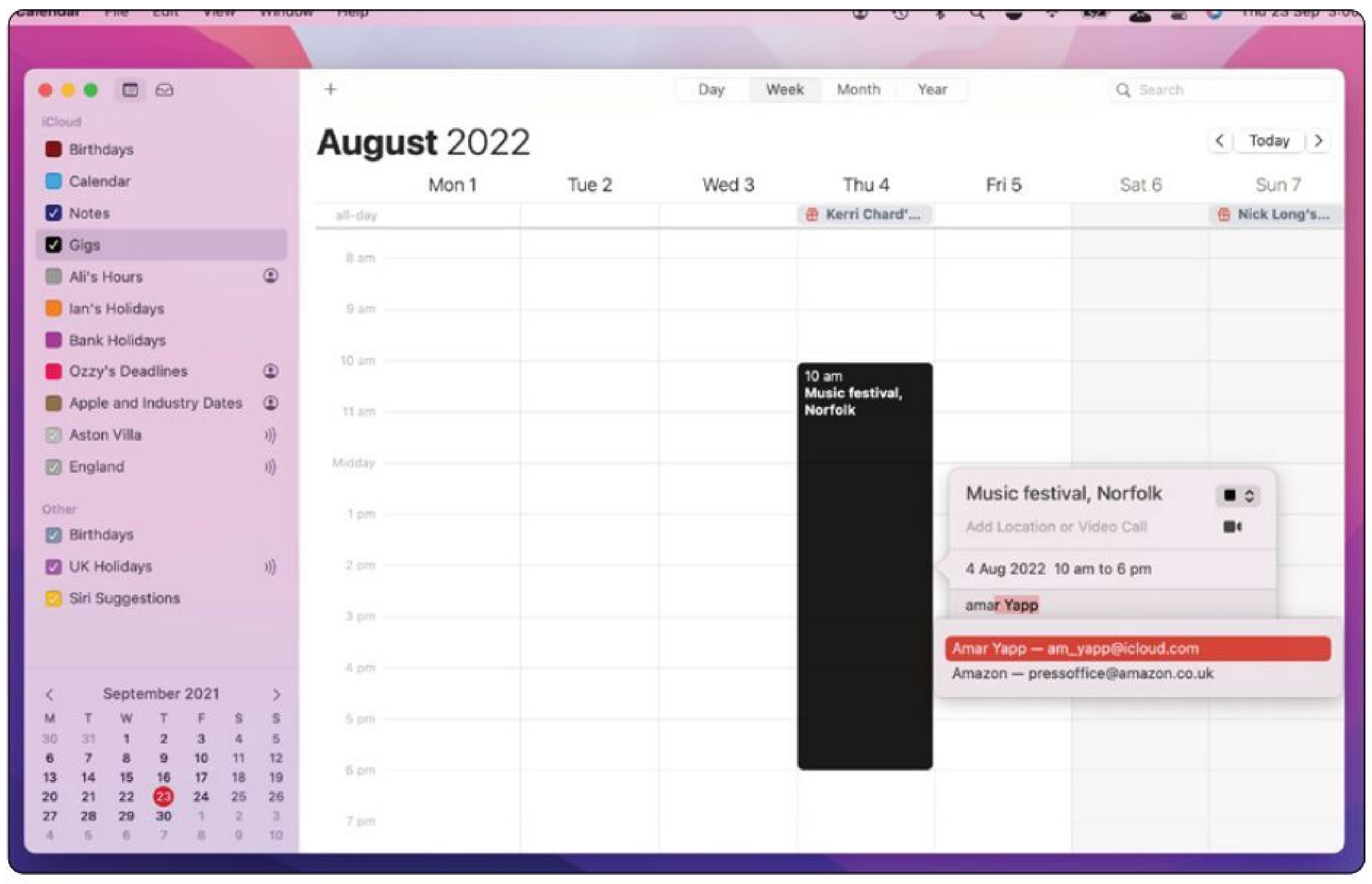
Username: ian.osborne@dsl.pipex.com

Refresh Calendars: Push

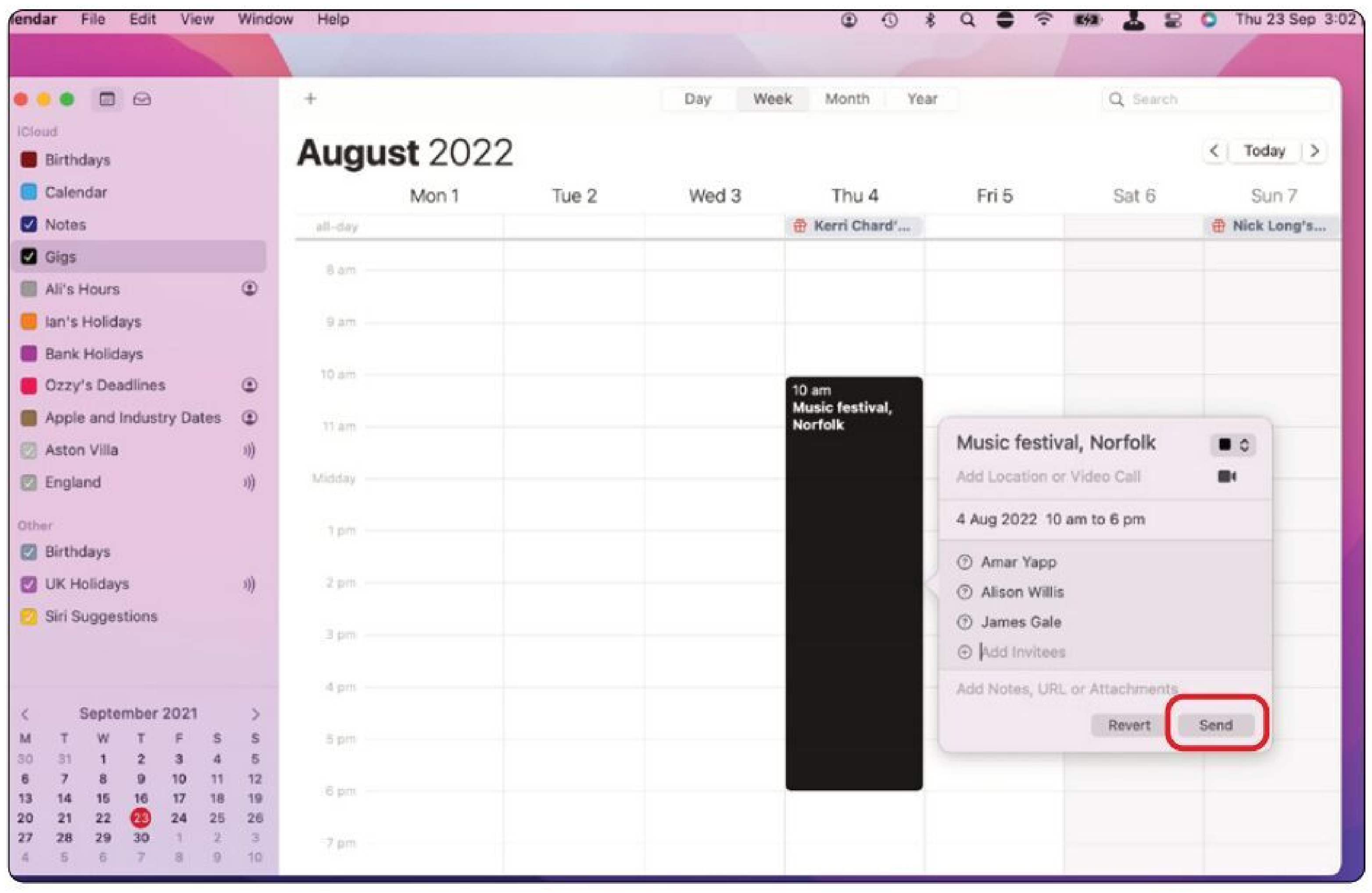
To open the Calendar Preferences, use the Calendar menu as shown. Under the General tab, you can change the way the app presents itself, set when a day starts and ends, change the default calendar and even switch to a Chinese, Hebrew or Islamic calendar.

Under the Accounts tab, you can disable calendars you don't wish to be active on the Mac in question, and also choose how each calendar account refreshes. The Alerts tab lets you set default alert settings, and under 'Advanced' you can make more customisations.

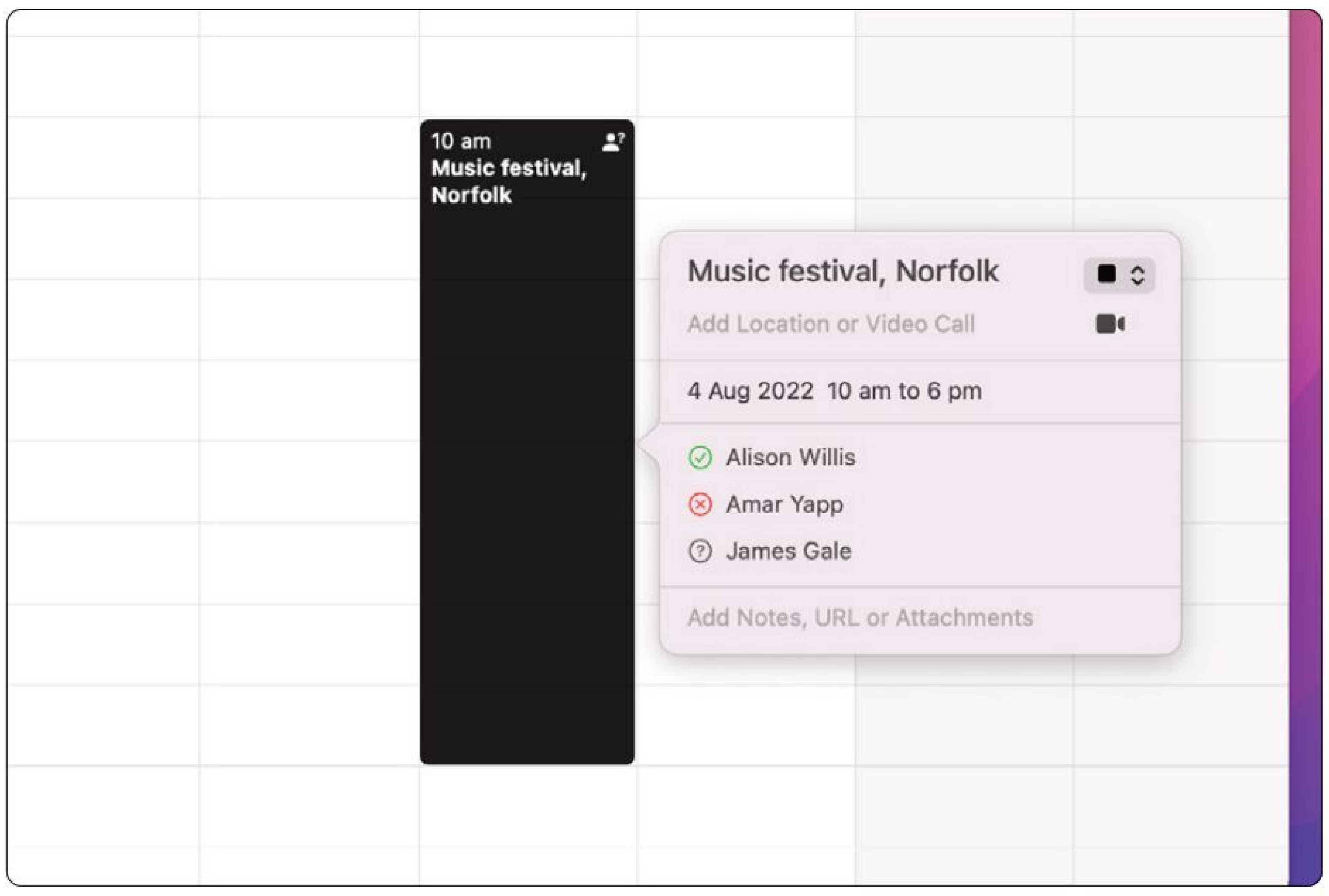
## Sending Invitations


August 2022
Music festival, Norfolk
4 Aug 2022 10 am to 6 pm
amar Yapp
Amar Yapp — am_yapp@icloud.com
Amazon — pressoffice@amazon.co.uk

**1** Double-click an event you created. In the pop-up window that appears, click Add Invitees and begin typing the name of a person in your Contacts whom you'd like to invite; or if the person isn't in your contacts, enter their email address instead.

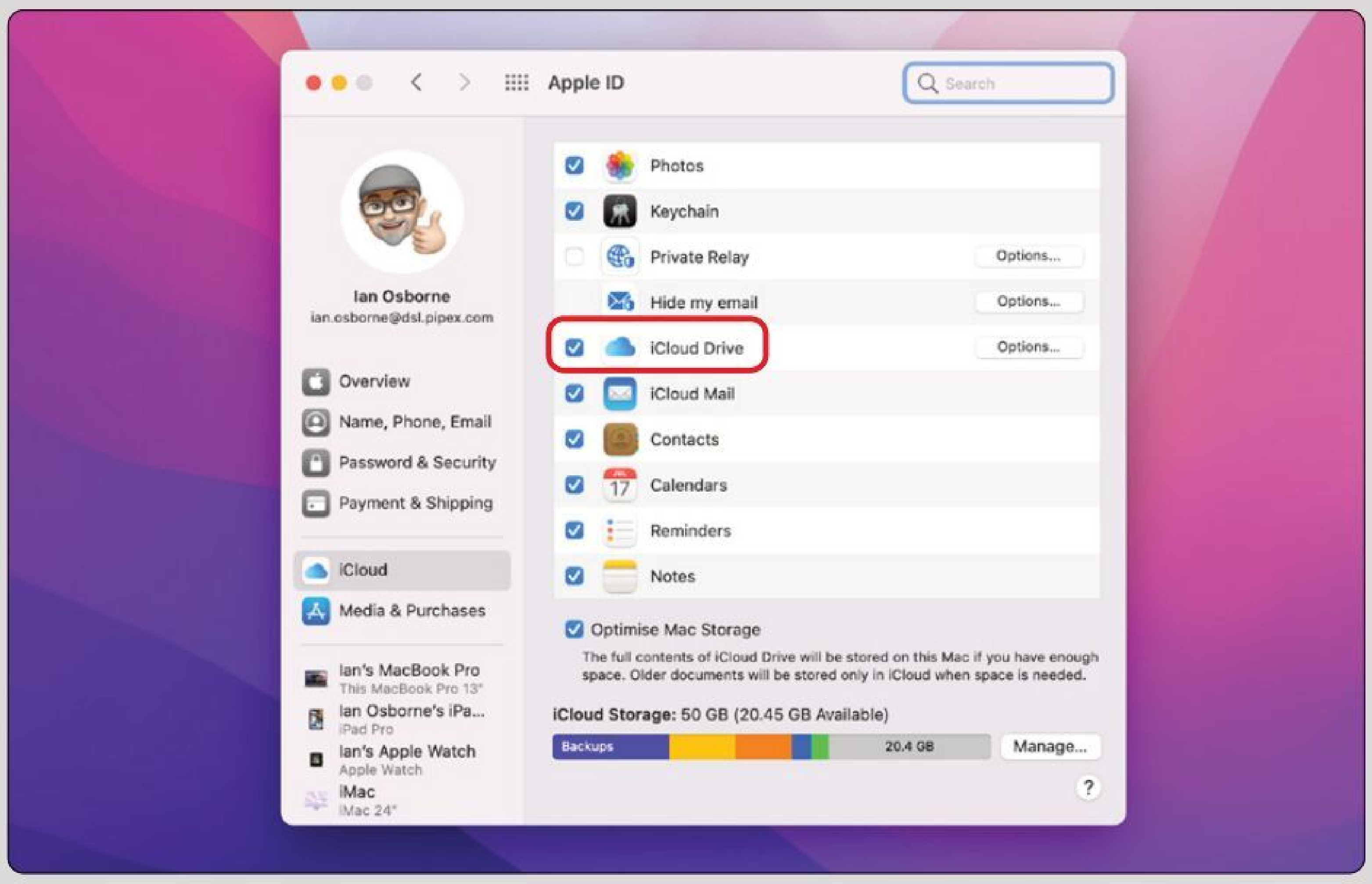

Music festival, Norfolk
4 Aug 2022 10 am to 6 pm
Amar Yapp
Alison Willis
James Gale
Add Invitees
Revert
Send

**2** When you've finished adding all the people you intend to invite to your Calendar event, click on the Send button and an invitation is sent to everyone on the list. You'll get notifications of responses. You can cancel invitations or send them to more of your contacts later if you wish.

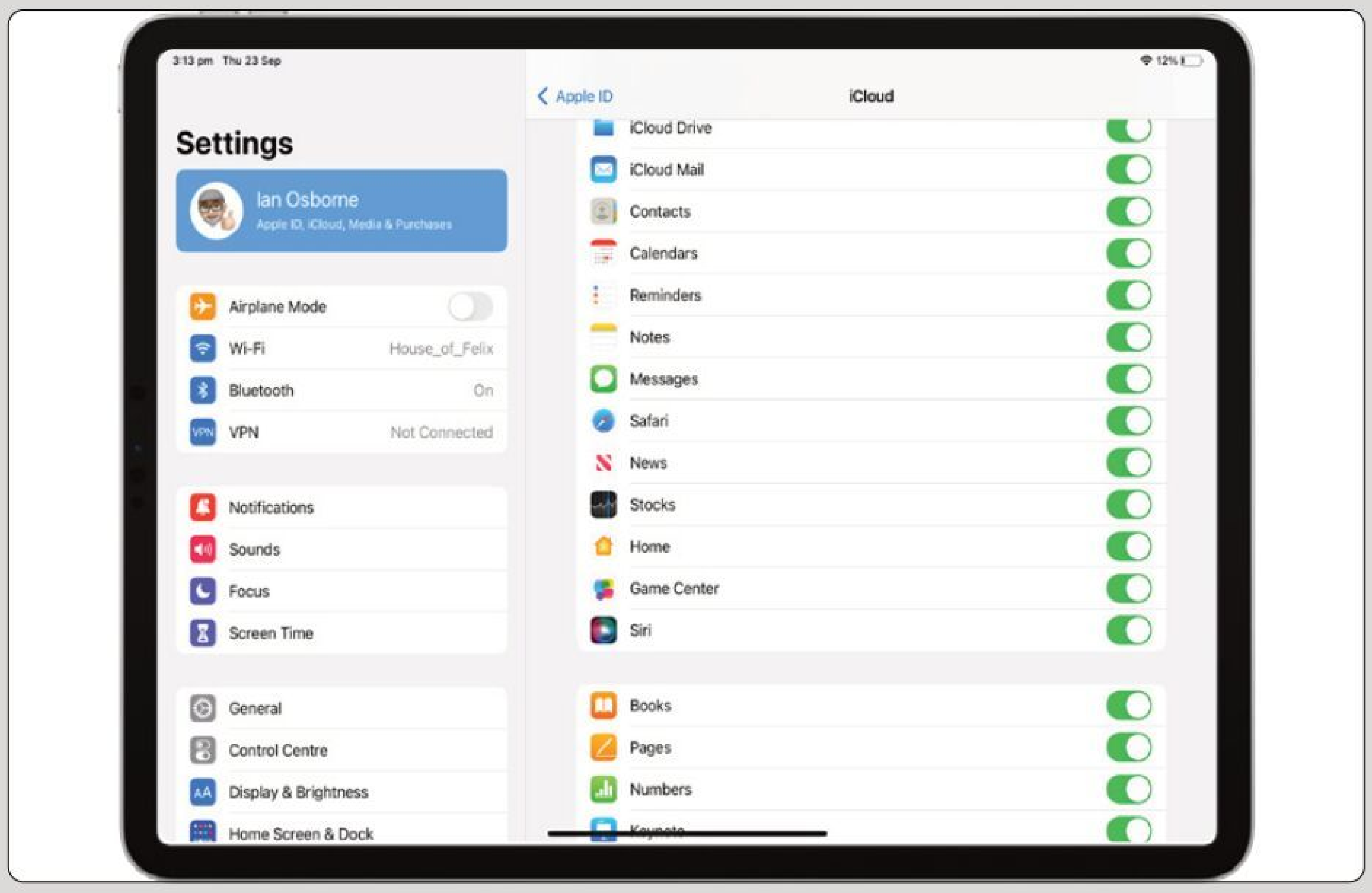

10 am
Music festival, Norfolk
Music festival, Norfolk
Add Location or Video Call
4 Aug 2022 10 am to 6 pm
Alison Willis
Amar Yapp
James Gale
Add Notes, URL or Attachments

**3** Your calendar entry shows who you've invited, and whether they've replied. If your invitee has an iCloud email, the event is automatically added to their Calendar app and updated whenever you make edits.

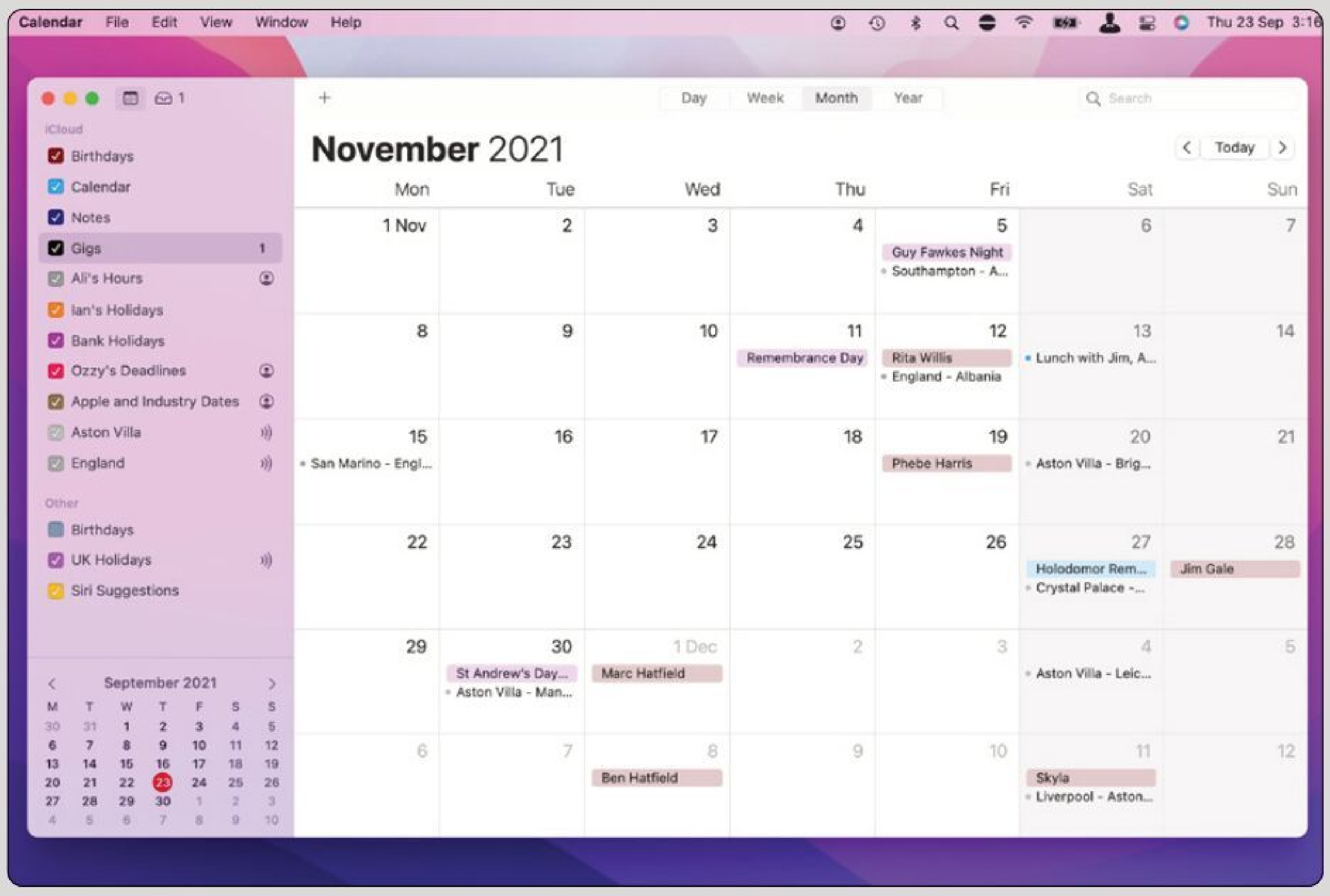
## iCloud Calendar.


Apple ID
Ian Osborne
iCloud
Photos
Keychain
Private Relay
Hide my email
iCloud Drive
iCloud Mail
Contacts
Calendars
Reminders
Notes
Optimise Mac Storage
iCloud Storage: 50 GB (20.45 GB Available)
Manage...

**1** First of all, open System Preferences from the Apple menu as shown. Click on the Apple ID preference pane, found in the top right, and then, in the next window, click on iCloud in the sidebar. Make sure the Calendar checkbox is ticked.


Settings
Ian Osborne
iCloud
iCloud Drive
iCloud Mail
Contacts
Calendars
Reminders
Notes

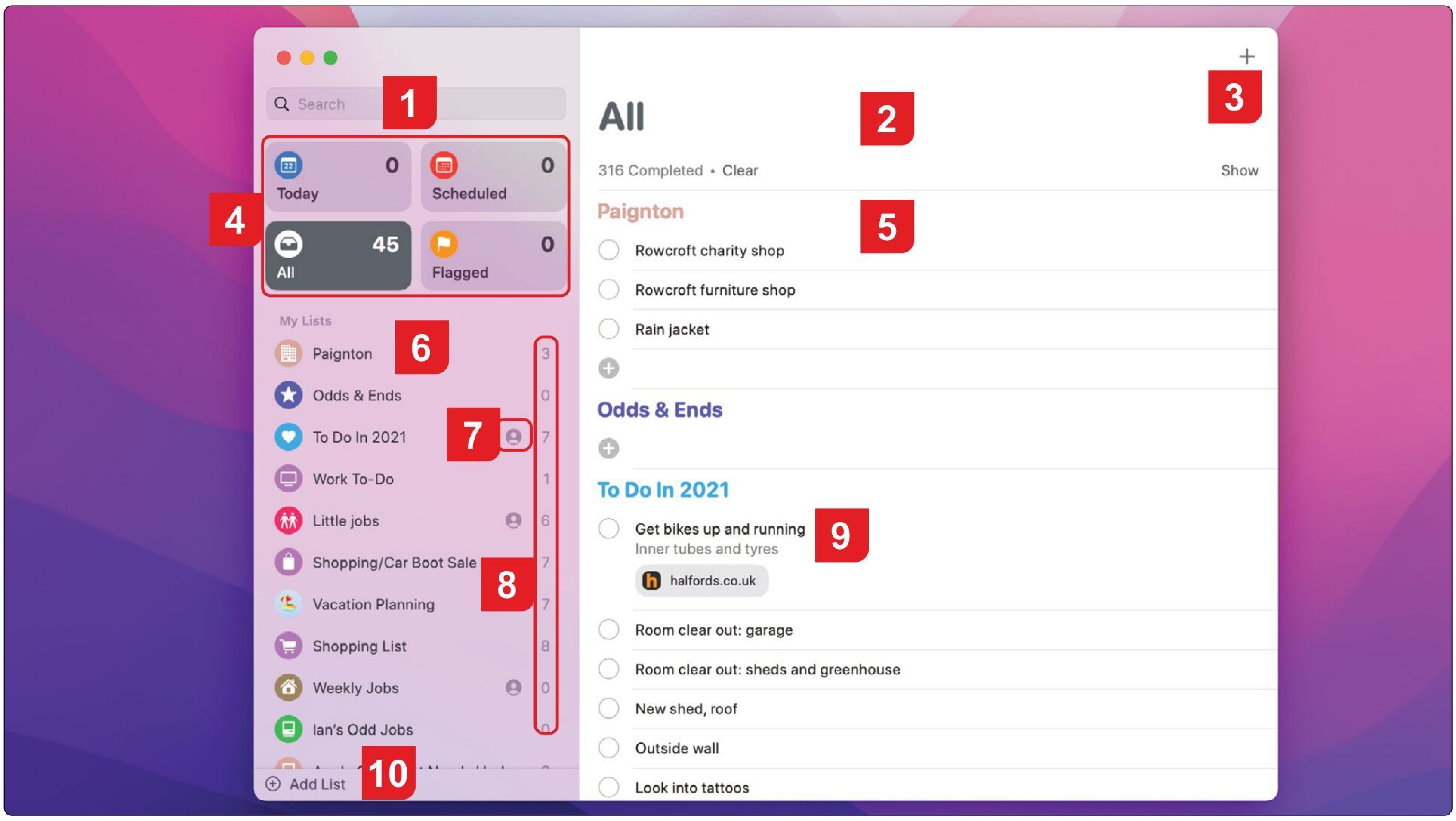
**2** To activate iCloud syncing on an iPadOS or iOS device, open Settings, tap your name at the top and then tap iCloud. Make sure the Calendars switch is on. If it isn't, switch it on to sync your calendars between the device in question and all other Macs and iOS devices with syncing on.


November 2021

**3** Now, when you return to your Calendar app, all the entries you made on your iOS devices are also shown on your Mac and vice versa. It's a great way of keeping your computer and your tablet or smartphone calendars in sync.

# Reminders
# Never Forget Again

If you want to make a shopping list, set up a regular reminder or schedule an alert, you need the Reminders app. It syncs across your Apple devices using iCloud, so you can add a reminder on your Mac and get an alert when you're out and about with your iPhone, and it's straightforward to use too.


Search
1
2
3
4
5
6
7
8
9
10
Today 0
Scheduled 0
All 45
Flagged 0
My Lists
Paignton 3
Odds & Ends 0
To Do In 2021 7
Work To-Do 1
Little jobs 6
Shopping/Car Boot Sale 7
Vacation Planning 7
Shopping List 8
Weekly Jobs 0
Ian's Odd Jobs 0
Add List
All
316 Completed • Clear
Show
Paignton
Rowcroft charity shop
Rowcroft furniture shop
Rain jacket
Odds & Ends
To Do In 2021
Get bikes up and running
Inner tubes and tyres
halfords.co.uk
Room clear out: garage
Room clear out: sheds and greenhouse
New shed, roof
Outside wall
Look into tattoos

**1** This is your search field. Use it to search your reminders, regardless of which list they're organised in.

**2** This is the Reminders app's front page, showing smart lists as well as the lists you've created yourself. A 'list' is a group of reminders you've set up and can be titled anything you like.

**3** Click the plus sign to add a reminder to the open list. You can call it anything you like. When added, it appears in that list until you mark it as done.

**4** These boxes at the top of the sidebar are your smart lists. Click on one to open it. 'Today' is all reminders scheduled for that day, 'Scheduled' shows reminders due in the future, 'All' lists all your reminders and 'Flagged' shows those that you've flagged.

**5** Here, you can see the currently selected list or smart list displayed in the main Reminders window. As 'All' is the currently selected smart list, this column shows all of your reminders, regardless of where they're stored.

**6** Your lists can be called anything you like. Click one to open it and see the reminders you've added, mark reminders you've done as complete and also add new ones.

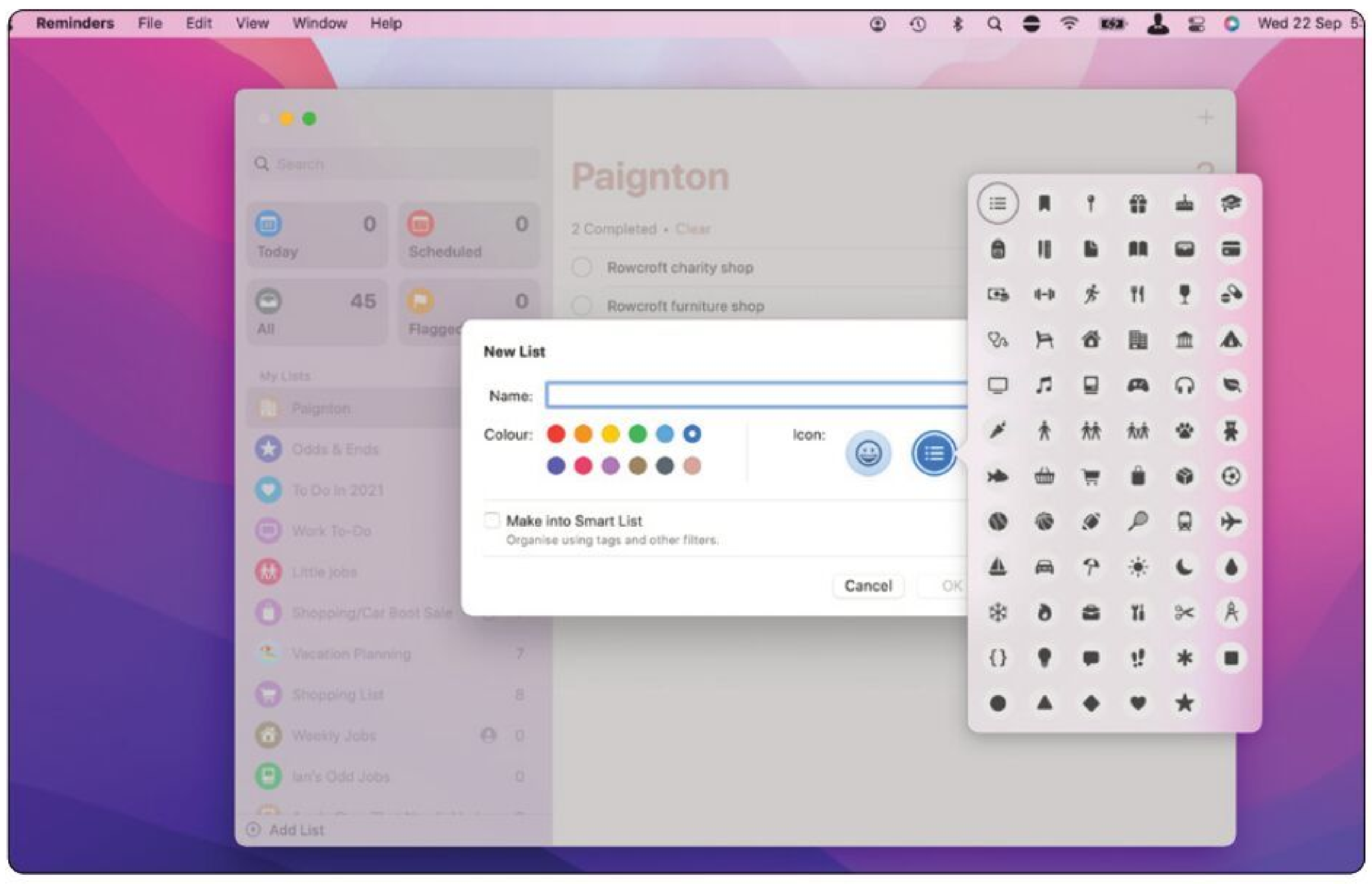
**7** These icons show a Reminders list is shared. You can share a list with anyone with a Mac or iOS/iPadOS device. The list then appears in their own Reminders app.

**8** The numbers on the right of each list show how many outstanding reminders it contains. When you mark one as done, it's removed from the list.

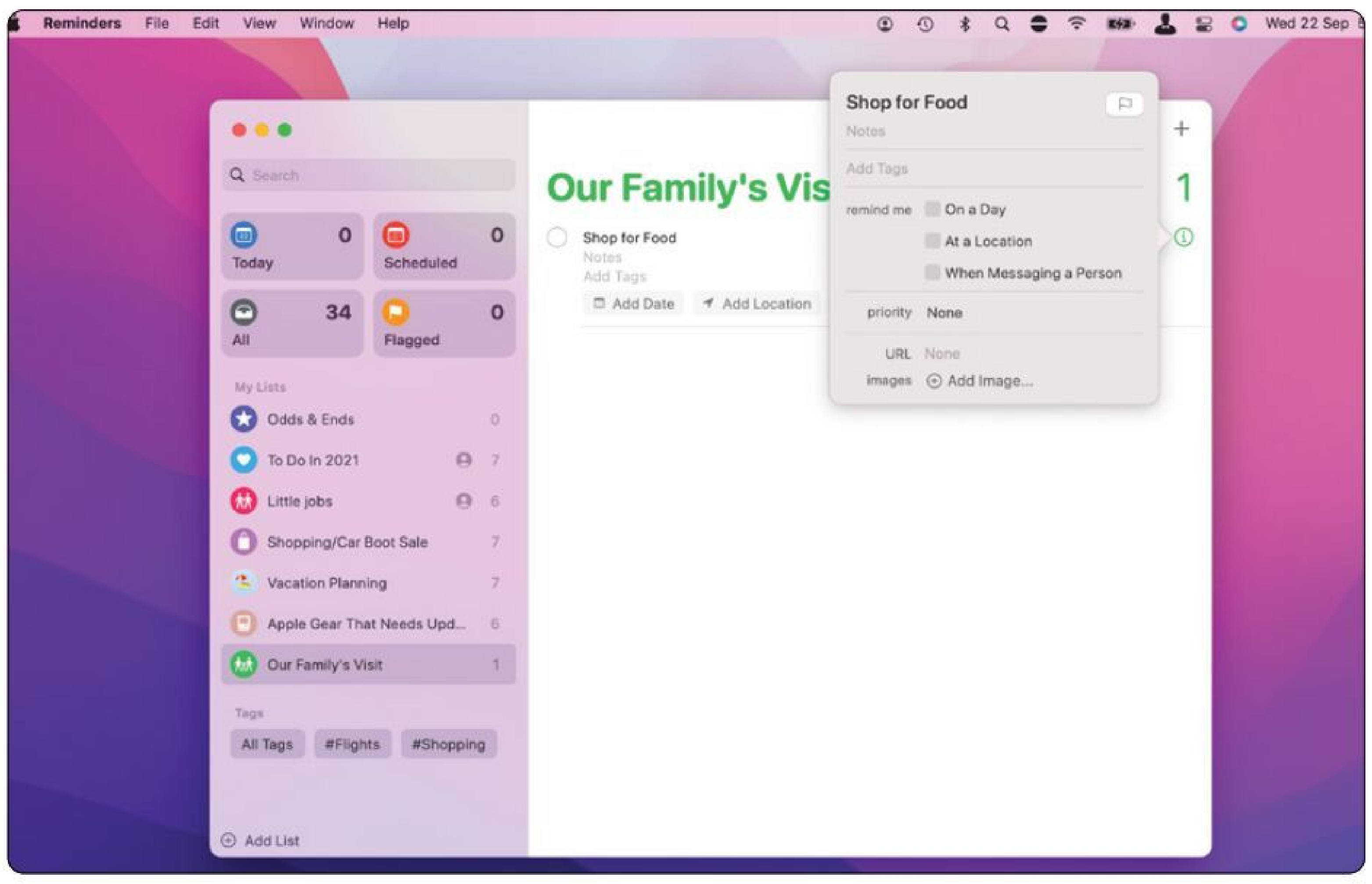
**9** To mark a reminder as done, click the circle next to it and it disappears from the list. If you want to get it back, click Show (top right), and then click a filled circle to clear it.

**10** Click here to create a new list, which appears in the My Lists section of the Reminders home page. You can then add reminders to this list in the usual way.

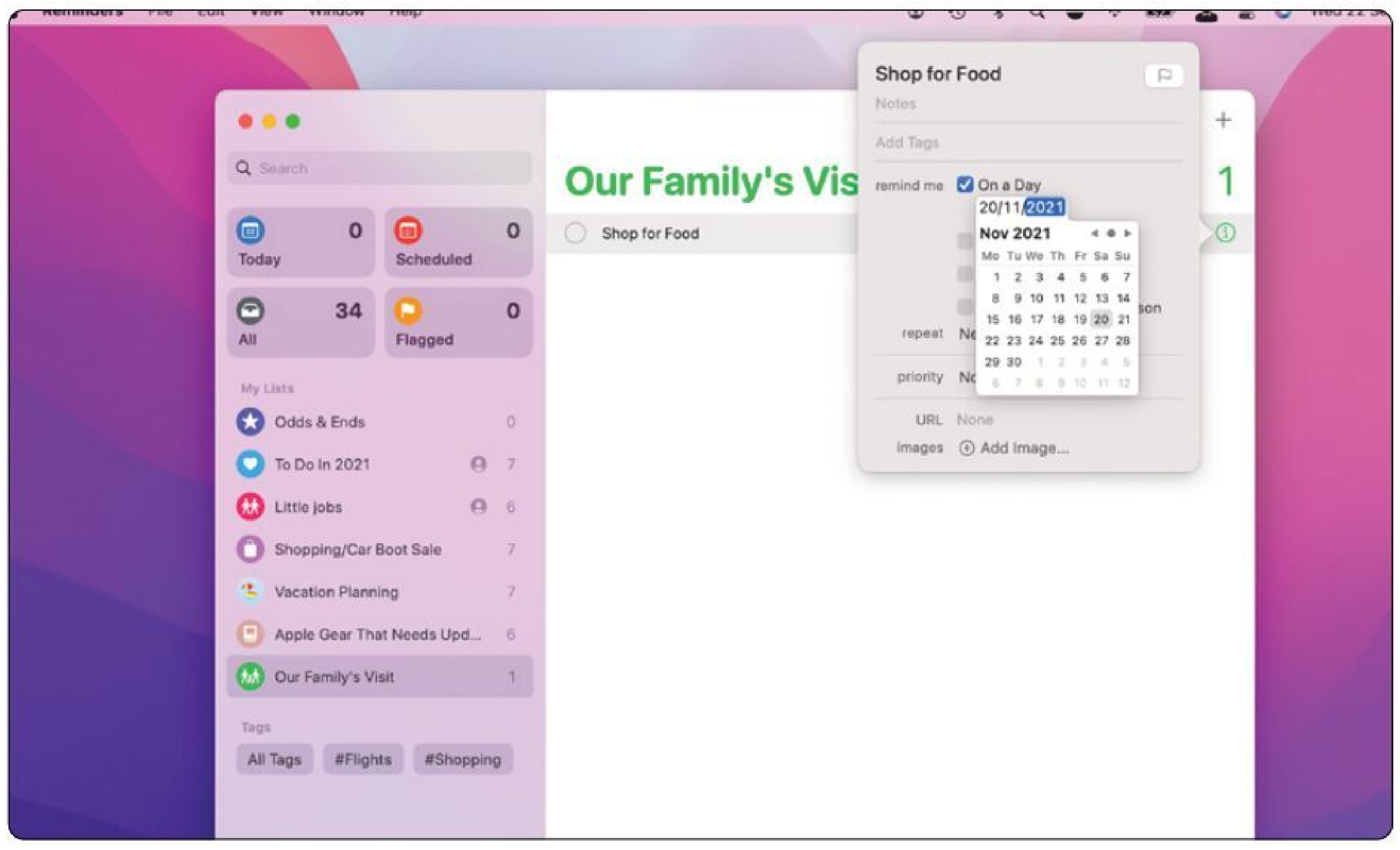
# Creating and Using Reminders


Paignton
New List
Name:
Colour:
Icon:
Make into Smart List
Cancel
Add List

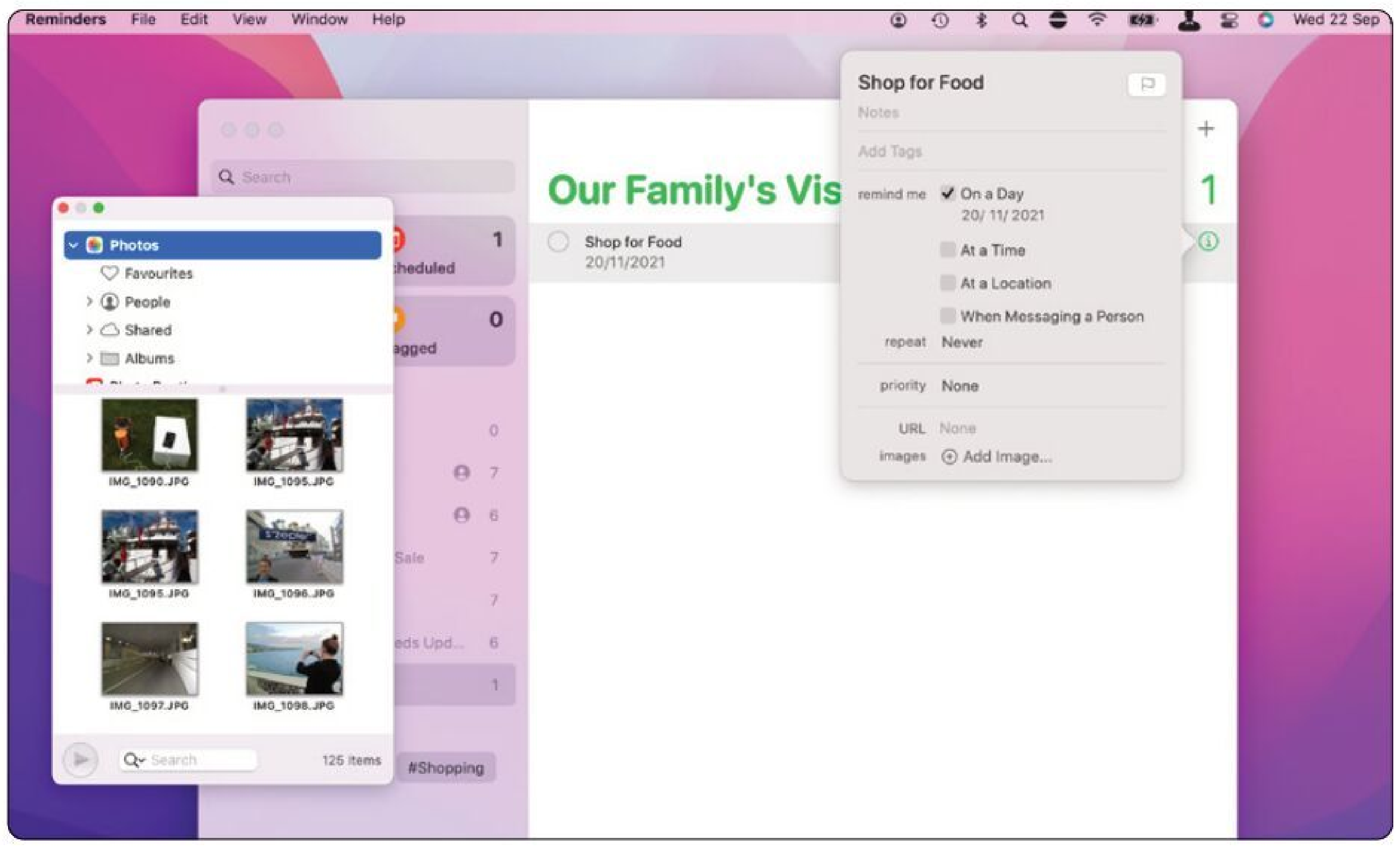
**1** To create a new list, click the Add List link in the bottom left. Add a title, choose a colour and click on the smiley or the three lines to add an emoticon or an icon. Check the 'Make into Smart List box', if you want to create a Smart List based on tags or filters.


Our Family's Vis
Shop for Food
Notes
Add Tags
On a Day
At a Location
When Messaging a Person
priority
None
URL
Add Image...

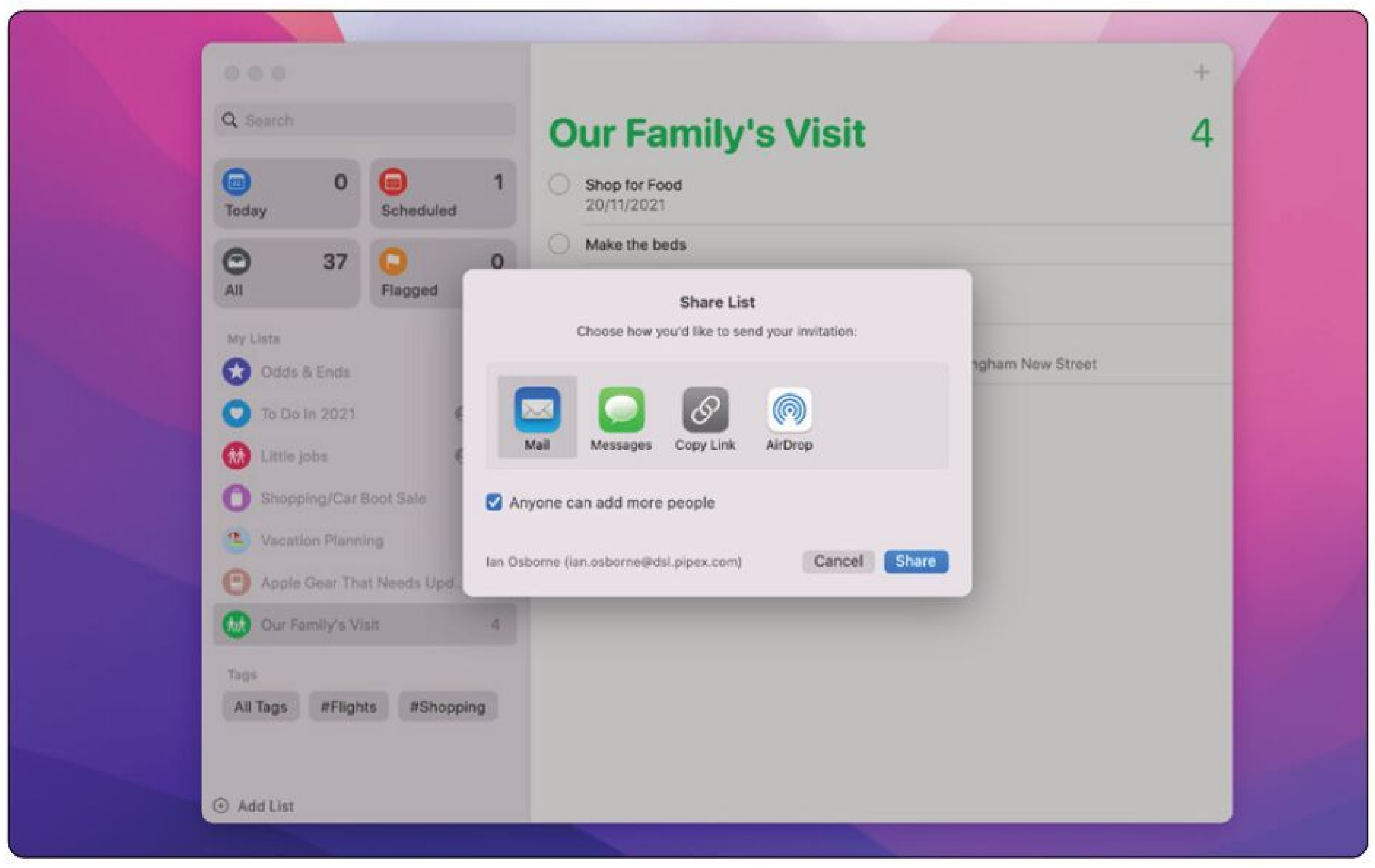
**2** To add a reminder to a list, click the Plus button (top right). Add a name and, if you wish, tap the 'i' icon next to it to: add notes, a URL or a flag or tag, set a priority as low, medium or high and more. When you've carried out the task, tap the circle to its left to check and dismiss it.


Our Family's Vis
Shop for Food
On a Day
Nov 2021
repeat
priority
URL
Add Image...

**3** To schedule a reminder, click it, tap the 'i' icon that appears and then switch on 'Remind me on a day'. You can add an alarm, set a date and time and set it to repeat, if necessary. You can also be reminded when you reach or leave a location or when messaging a certain person.


Photos
Favourites
People
Shared
Albums
Our Family's Vis
Shop for Food
On a Day
At a Time
At a Location
When Messaging a Person
repeat
Never
priority
None
Add Image...

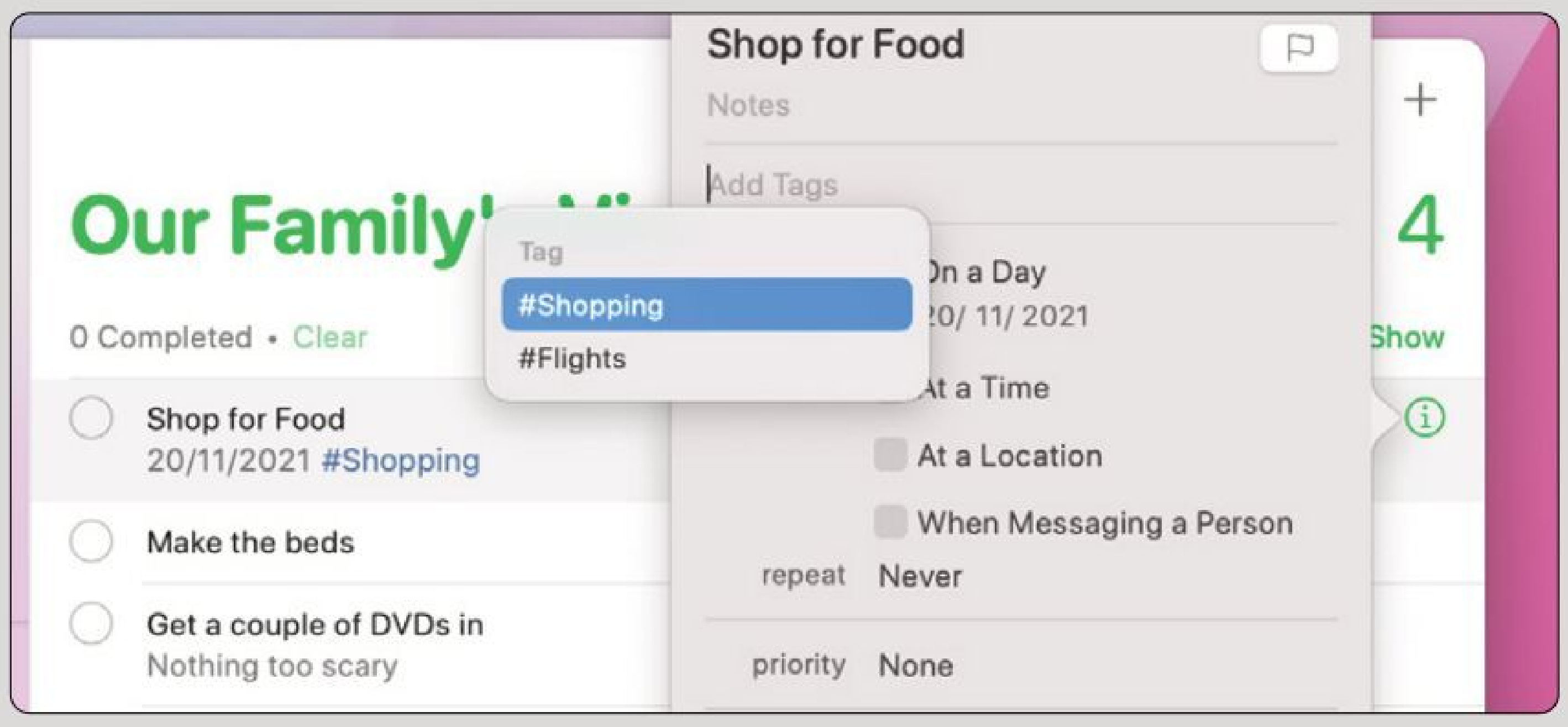
**4** Also in the 'i' menu, click the Add Image link near the bottom of the Details window and you can add a photo, take a new one or scan a document. Click Notes and you can type a short note, and if you click URL near the bottom you can add a web address too.


Our Family's Visit
Shop for Food
Make the beds
Share List
Choose how you'd like to send your invitation.
Mail
Messages
Copy Link
AirDrop
Anyone can add more people
Cancel
Share

**5** To share a list with another Mac or iOS user, hover over the list in the sidebar, then click on the Silhouette icon that appears. Choose a method of inviting people. Reminders created in Monterey are compatible with macOS Catalina but not earlier than that.

## Using Tags.

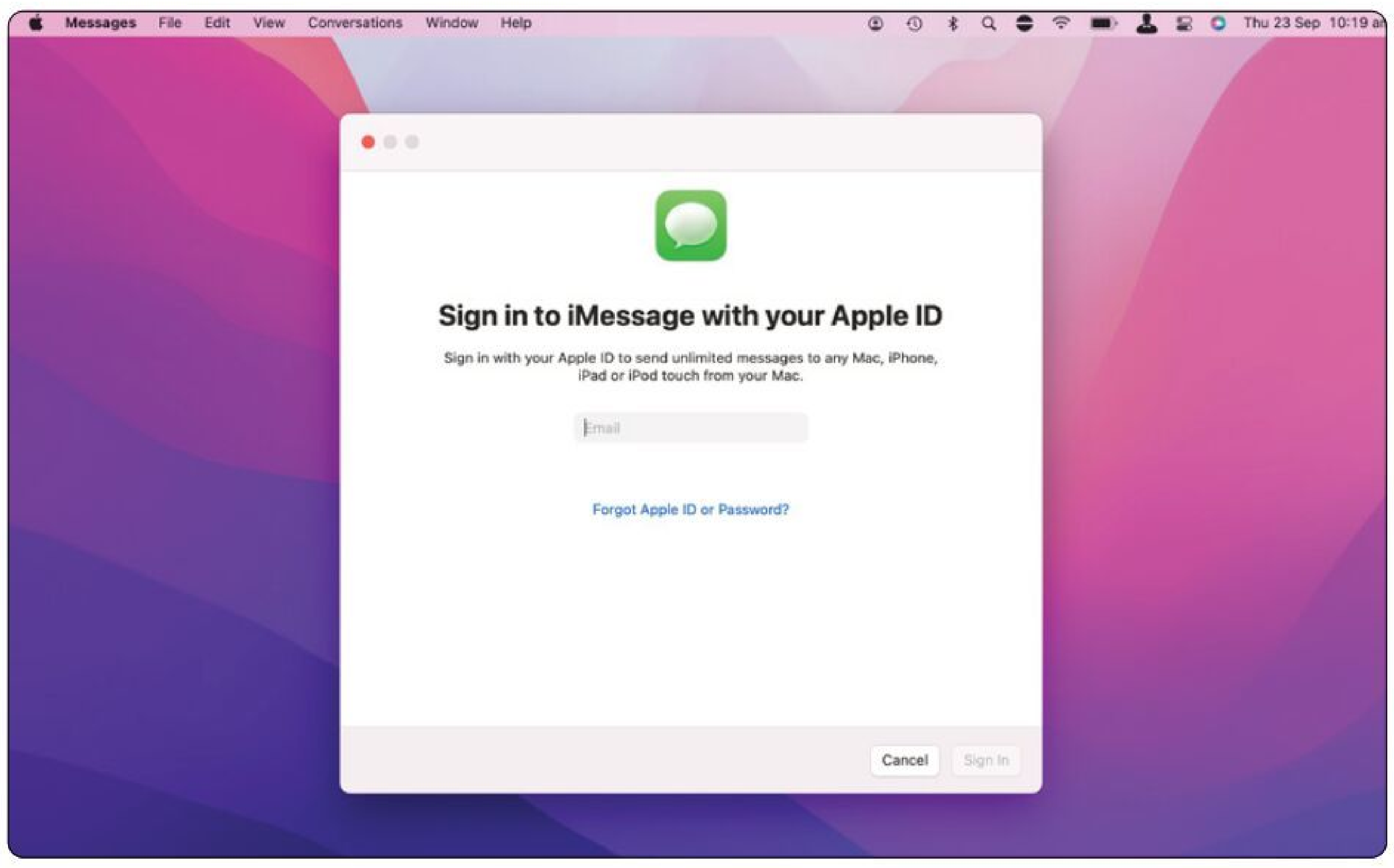
If you have a lot of reminders you'd like to group but they're distributed throughout your lists, use Tags. Tap a reminder's 'i' icon, and either type a new tag, or choose an existing one from the list that appears. You can then click on one of your tags at the foot of the sidebar to see all the reminders on which you've used that tag.


Shop for Food
Notes
Add Tags
Our Family
Tag
#Shopping
#Flights
0 Completed • Clear
Shop for Food
20/11/2021 #Shopping
Make the beds
Get a couple of DVDs in
Nothing too scary
On a Day
20/ 11/ 2021
At a Time
At a Location
When Messaging a Person
repeat
Never
priority
None
4
Show

# Messages For On-screen Chats

Messages is one of the most popular apps in macOS. With it, you can exchange short text messages with friends, family and colleagues, attach photos, web links and more and brighten up your messages with emoticons and emojis. If you're sending to another Apple device, they're free too.

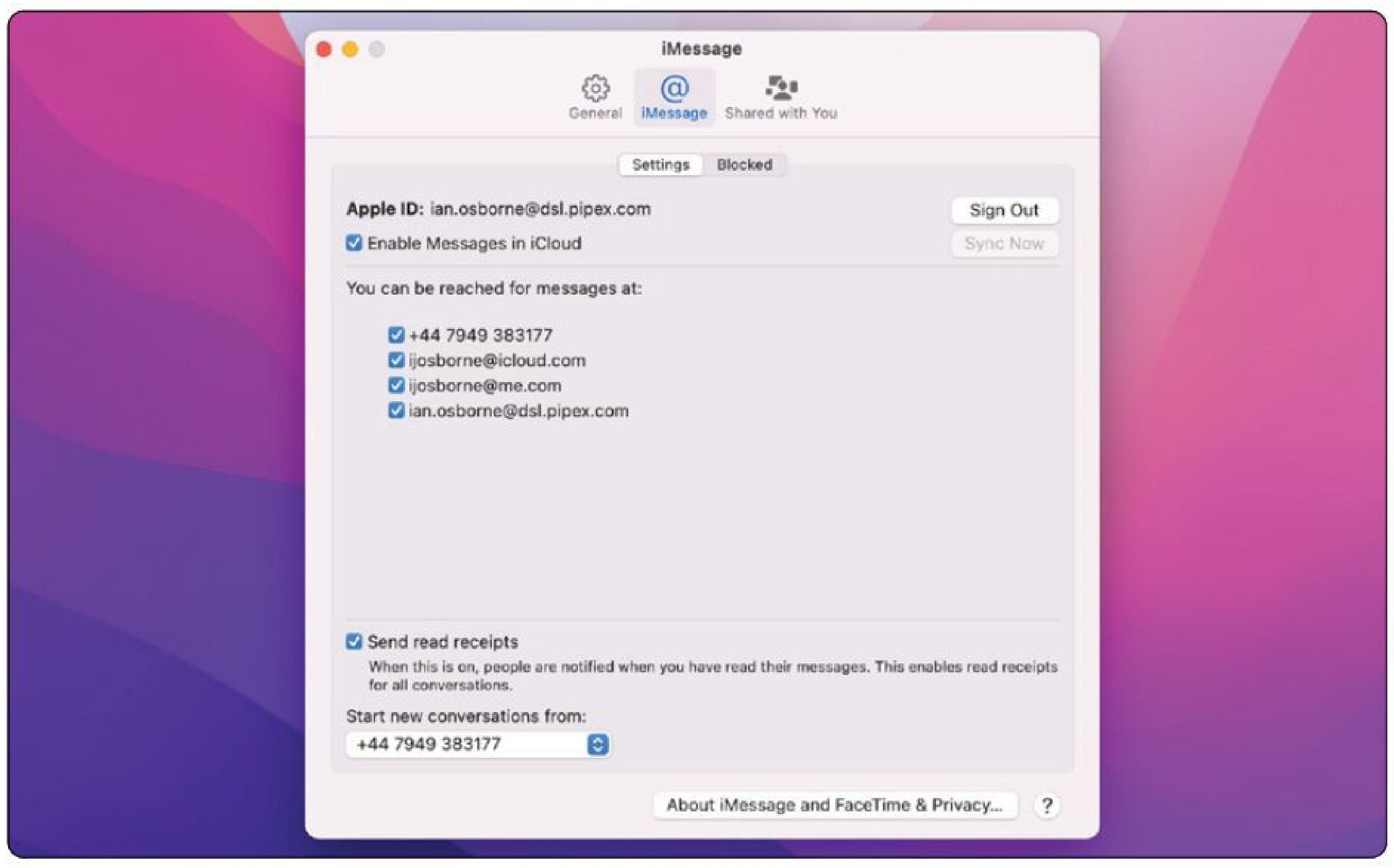
## Setting Up Messages


Messages File Edit View Conversations Window Help
Thu 23 Sep 10:19 a
Email
Forgot Apple ID or Password?
Cancel
Sign In

Sign in to iMessage with your Apple ID

Sign in with your Apple ID to send unlimited messages to any Mac, iPhone, iPad or iPod touch from your Mac.

**1** When you first open Messages, you might need to sign in with your Apple ID. If you're not asked to do so, you're already signed in. Open Messages and select Preferences from the Messages menu in the top bar, or press cmd-comma on your keyboard. The Preferences window appears.


iMessage
General
iMessage
Shared with You
Settings
Blocked
Sign Out
Sync Now
About iMessage and FaceTime & Privacy...
?

**Apple ID:** ian.osborne@dsl.pipex.com

☑ Enable Messages in iCloud

You can be reached for messages at:

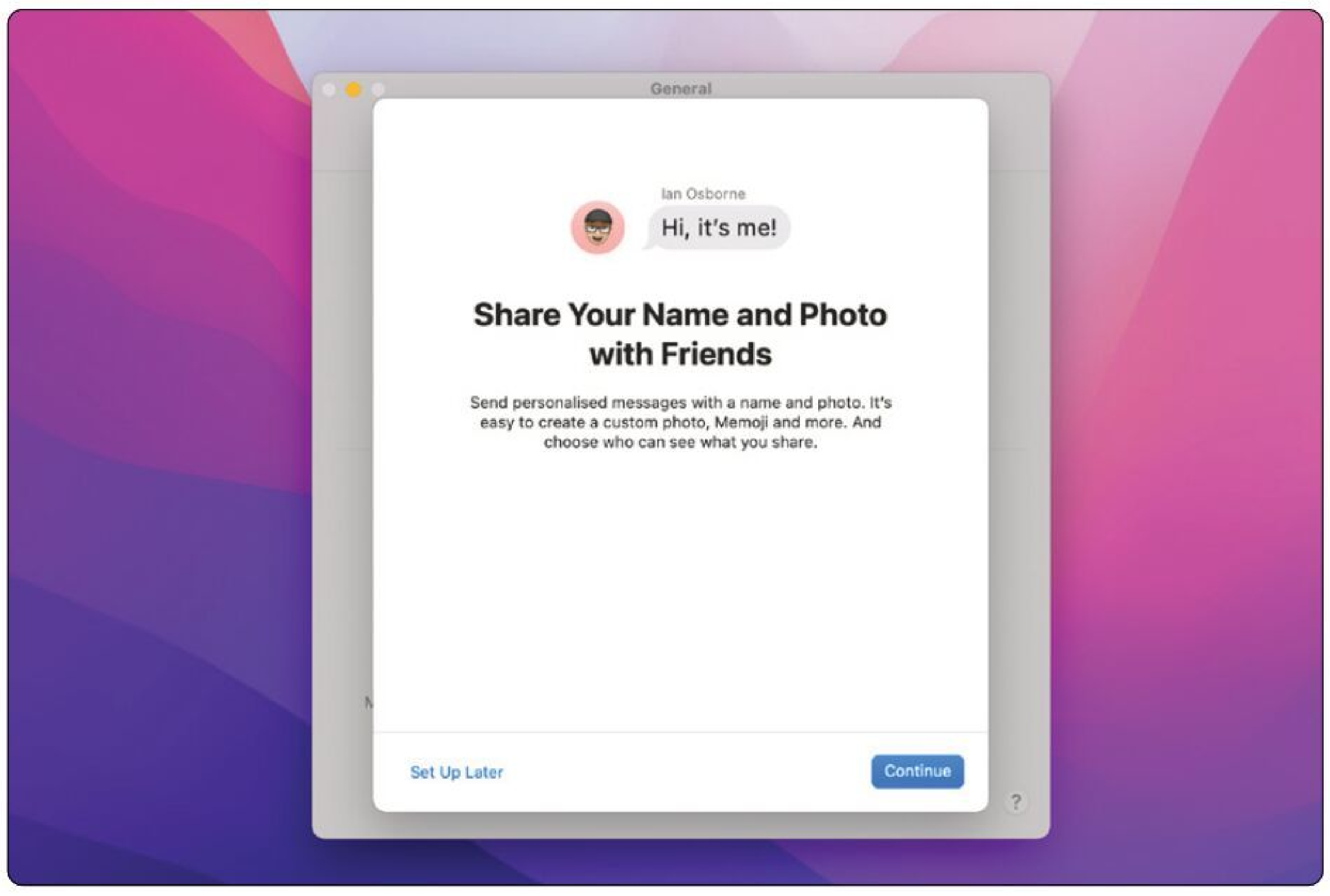
☑ +44 7949 383177
☑ ijosborne@icloud.com
☑ ijosborne@me.com
☑ ian.osborne@dsl.pipex.com

☑ Send read receipts

When this is on, people are notified when you have read their messages. This enables read receipts for all conversations.

Start new conversations from: +44 7949 383177

**2** Click the iMessage tab and ensure the email address associated with your Apple ID is enabled. Set more than one email address and phone number, so messages sent to them appear on your Mac. Check the Enable Messages in the iCloud box, to sync Messages with your other Apple gear.


General
Set Up Later
Continue
?

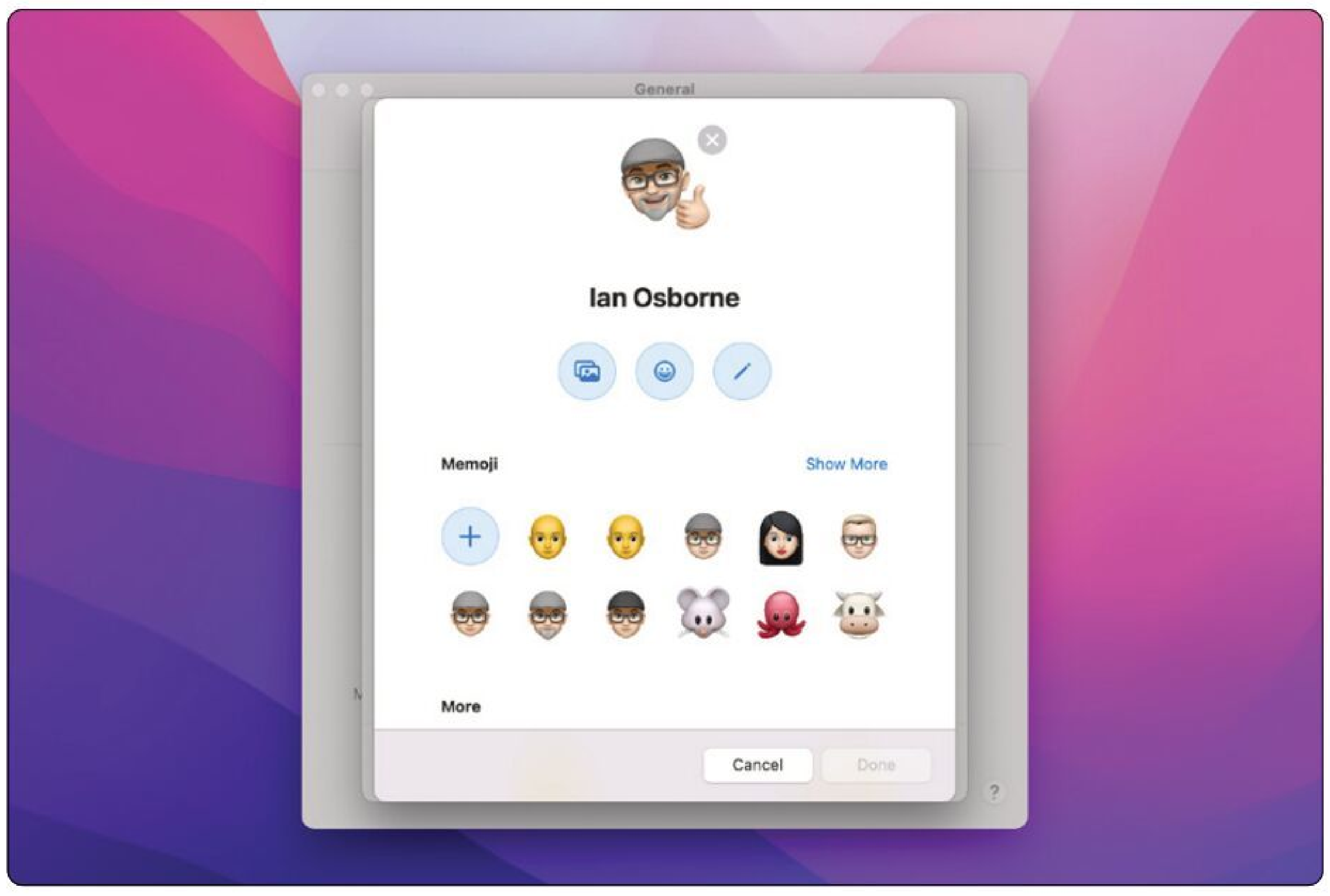
Ian Osborne

Hi, it's me!

Share Your Name and Photo with Friends

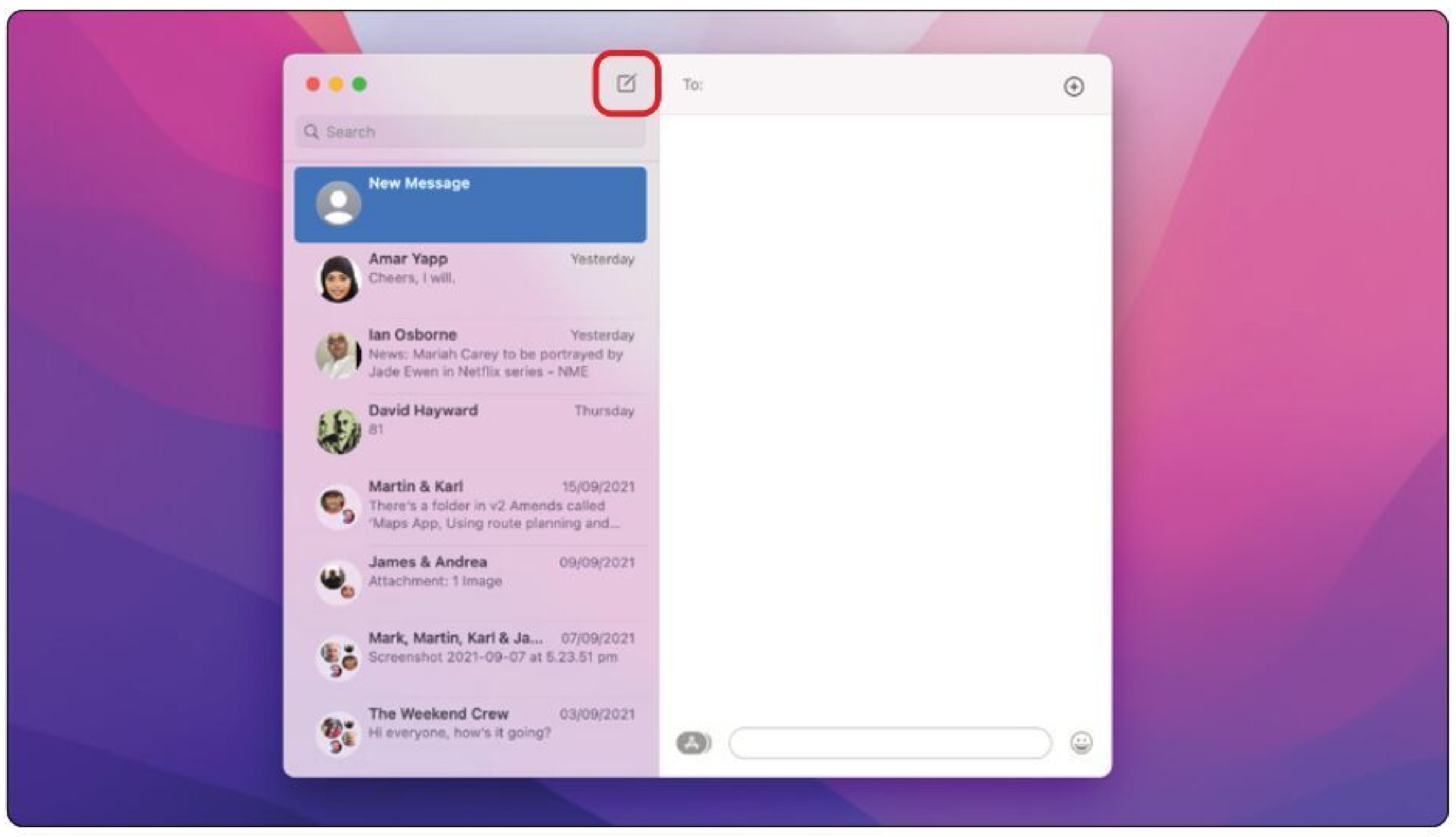
Send personalised messages with a name and photo. It's easy to create a custom photo, Memoji and more. And choose who can see what you share.

**3** Once you're signed in, click back to the General tab and click on the Set up Name and Photo Sharing button. This opens a setup wizard that guides you through the process of setting up personalised messages with a name and photo. It's not essential, but it's a useful thing to do.

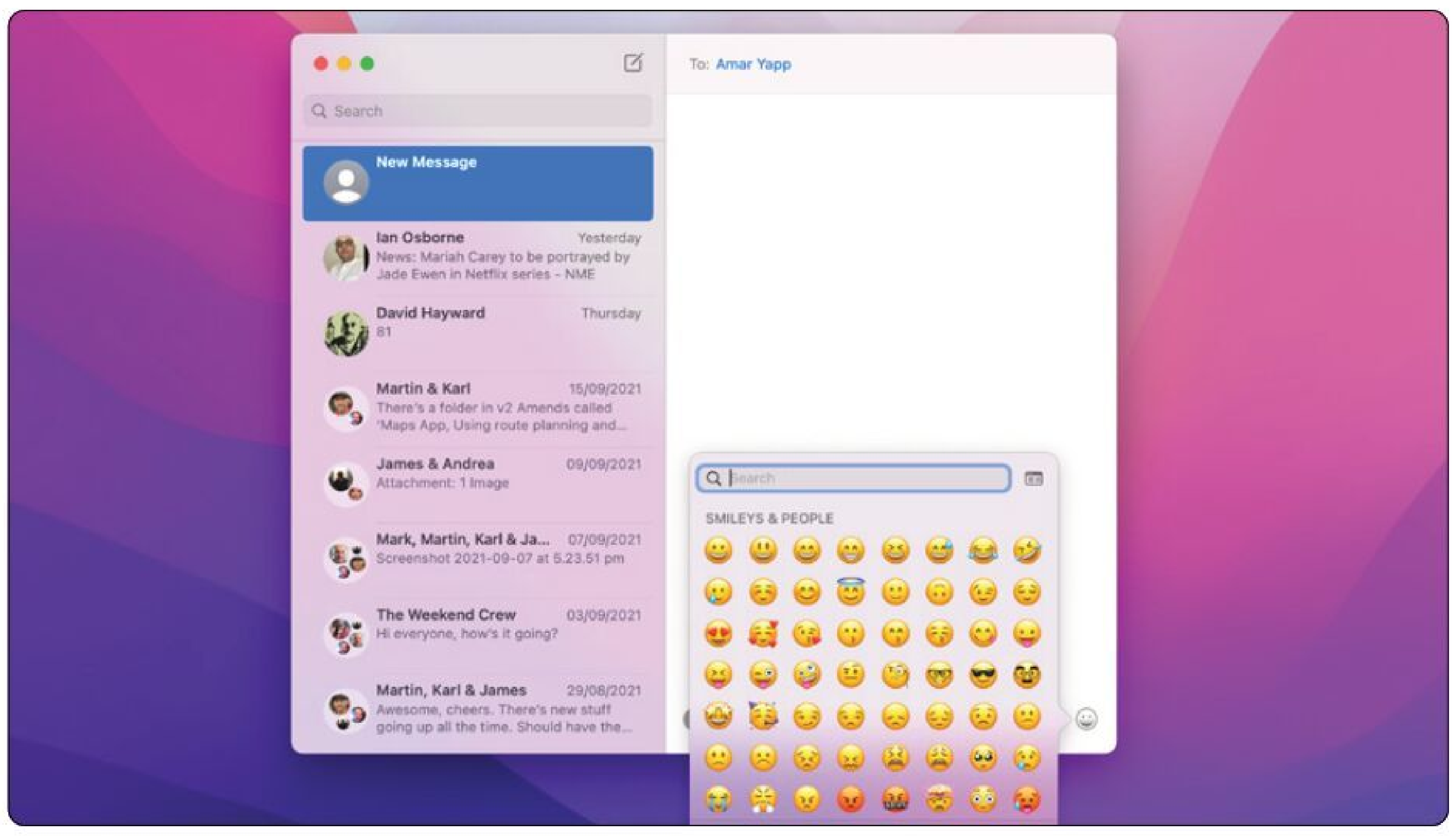

General
Ian Osborne
Memoji
Show More
More
Cancel
Done
?

**4** You can change your Messages image, which appears on outgoing messages, to any picture on your Mac, as well as the Memoji that are available through macOS Monterey. You're also able to create your own unique Memoji via the new Memoji Editor.

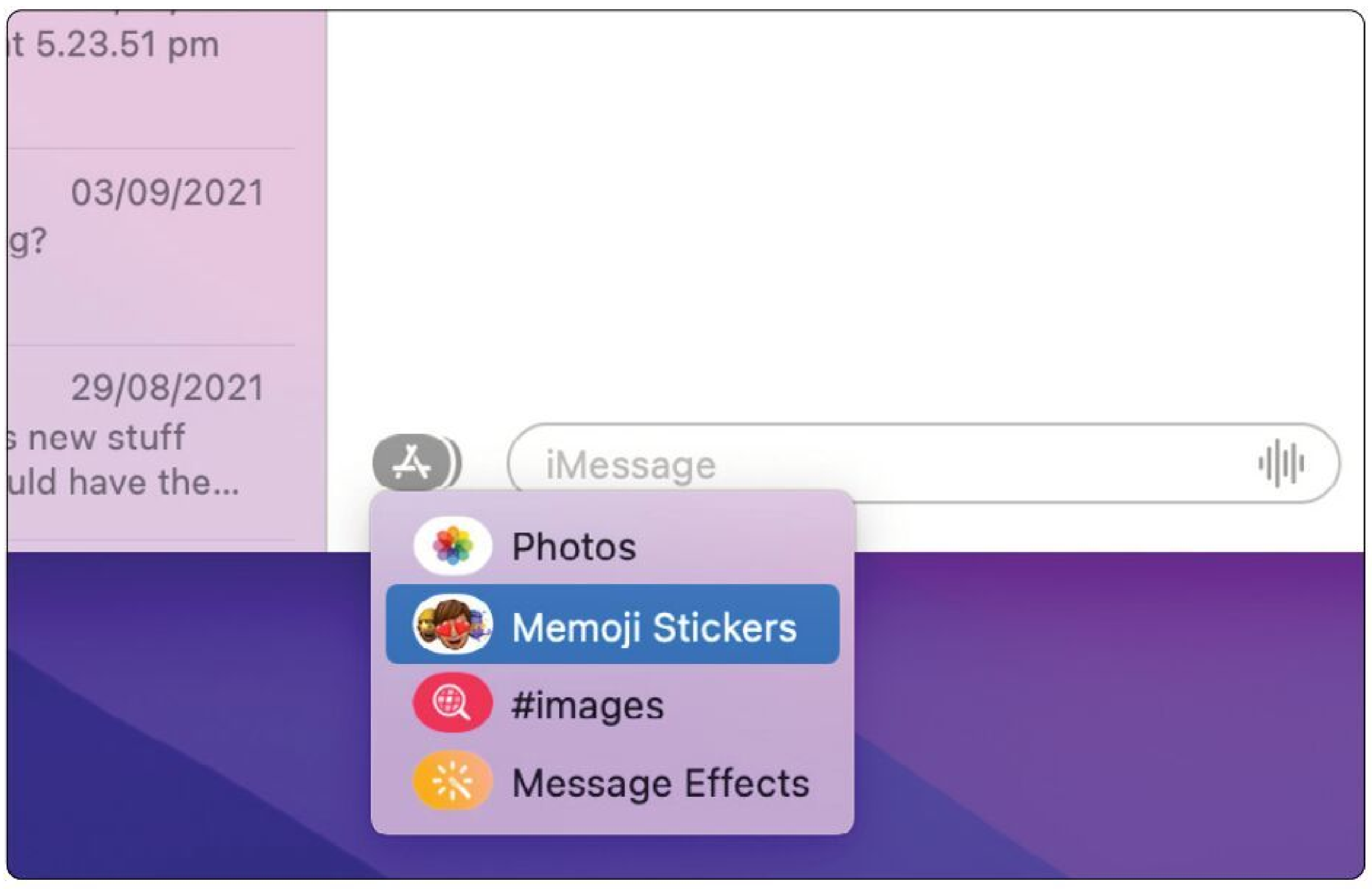
# Start a Conversation



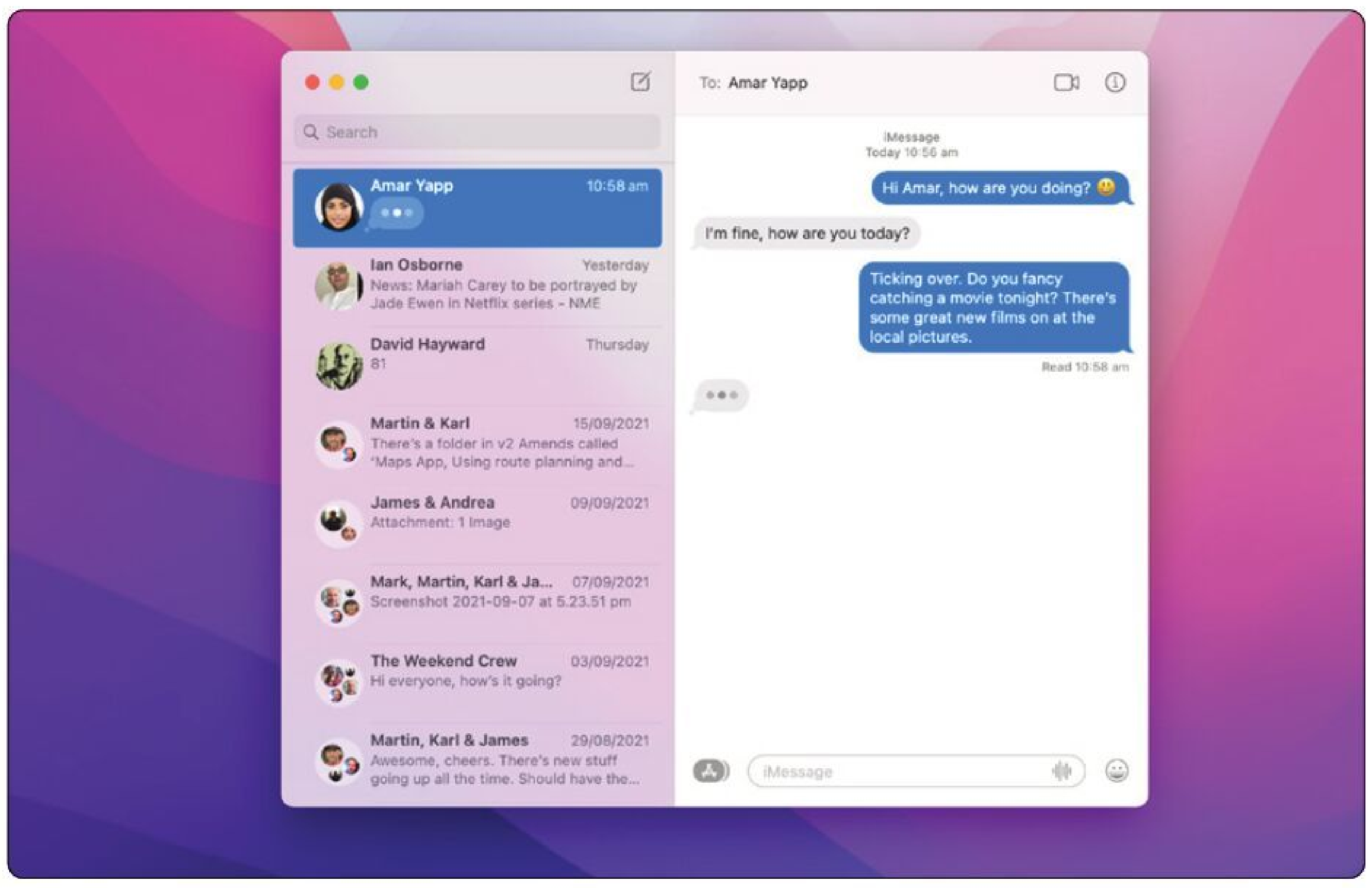
**1** To message someone you're already chatting with, click their name on the left. To start a new message, click on the pencil and paper icon for a blank message. Type the email address, phone number or name (if they're in your Contacts app) of the person you want to message in the To field.



**2** Type your message into the text field at the bottom of the window. Click the wave form icon in the right of the text field to send a voice message instead of text. Record your message then click the Stop icon. Click on the smiling face on the right-hand side of the text field to add an emoticon.



**3** Click on the button to the left of the text entry box for a pop-up box where you can opt to add a Memoji, add a photo, Message Effect or the #Image option for pictures and memes. When you've finished making your message, click the up-pointing arrow in the text field or tap return to send it.


To: Amar Yapp

iMessage
Today 10:56 am

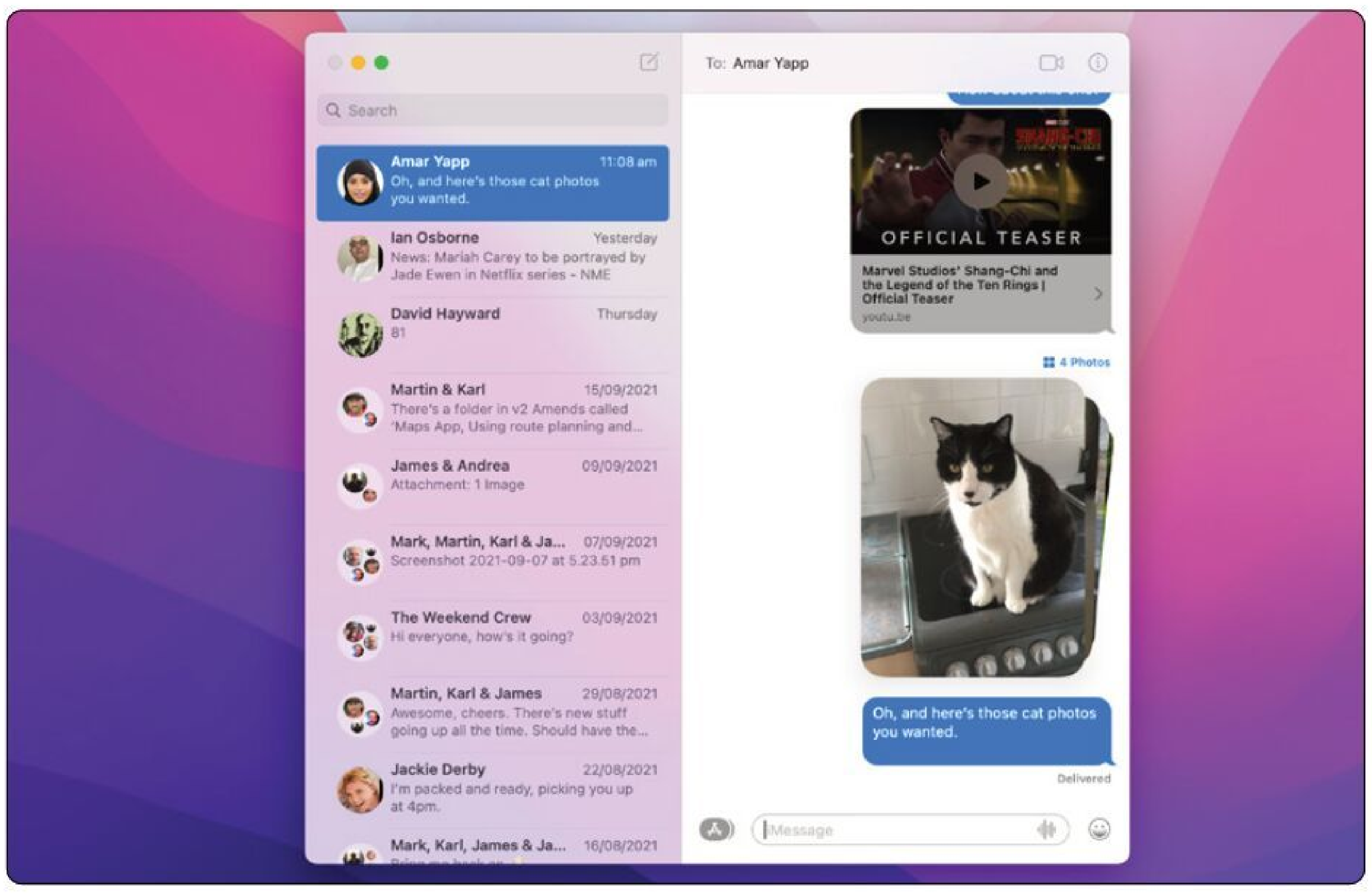
Hi Amar, how are you doing? 😃

I'm fine, how are you today?

Ticking over. Do you fancy catching a movie tonight? There's some great new films on at the local pictures.

Read 10:58 am

**4** When conversing, messages you've sent are shown on the right-hand side of the conversation window, and replies are shown in grey on the left. Under your last message, you're shown when it was read. While your contact is typing, a three-dots speech bubble is shown.

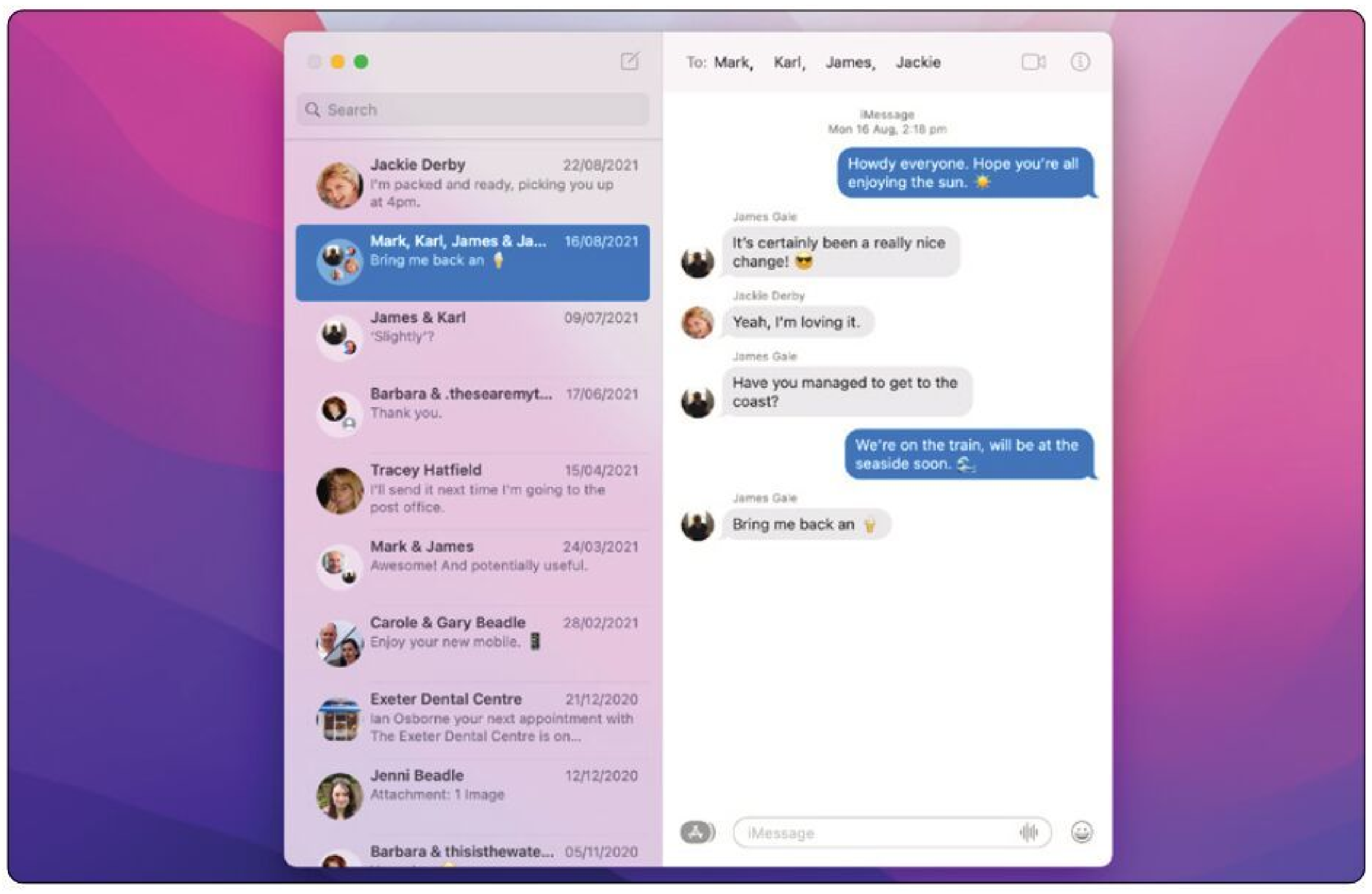

To: Amar Yapp

OFFICIAL TEASER
Marvel Studios' Shang-Chi and the Legend of the Ten Rings | Official Teaser

Oh, and here's those cat photos you wanted.

Delivered

**5** Paste a web link into a message, and a site preview is shown. Paste a link to a video and it can be played within Messages or clicked on to go to the site. You can drag photos onto the conversation and send them as an attachment too. Click on the icon above the pics to see their thumbnails.


To: Mark, Karl, James, Jackie

iMessage
Mon 16 Aug, 2:18 pm

Howdy everyone. Hope you're all enjoying the sun. ☀️

James Gale
It's certainly been a really nice change! 😎

Jackie Derby
Yeah, I'm loving it.

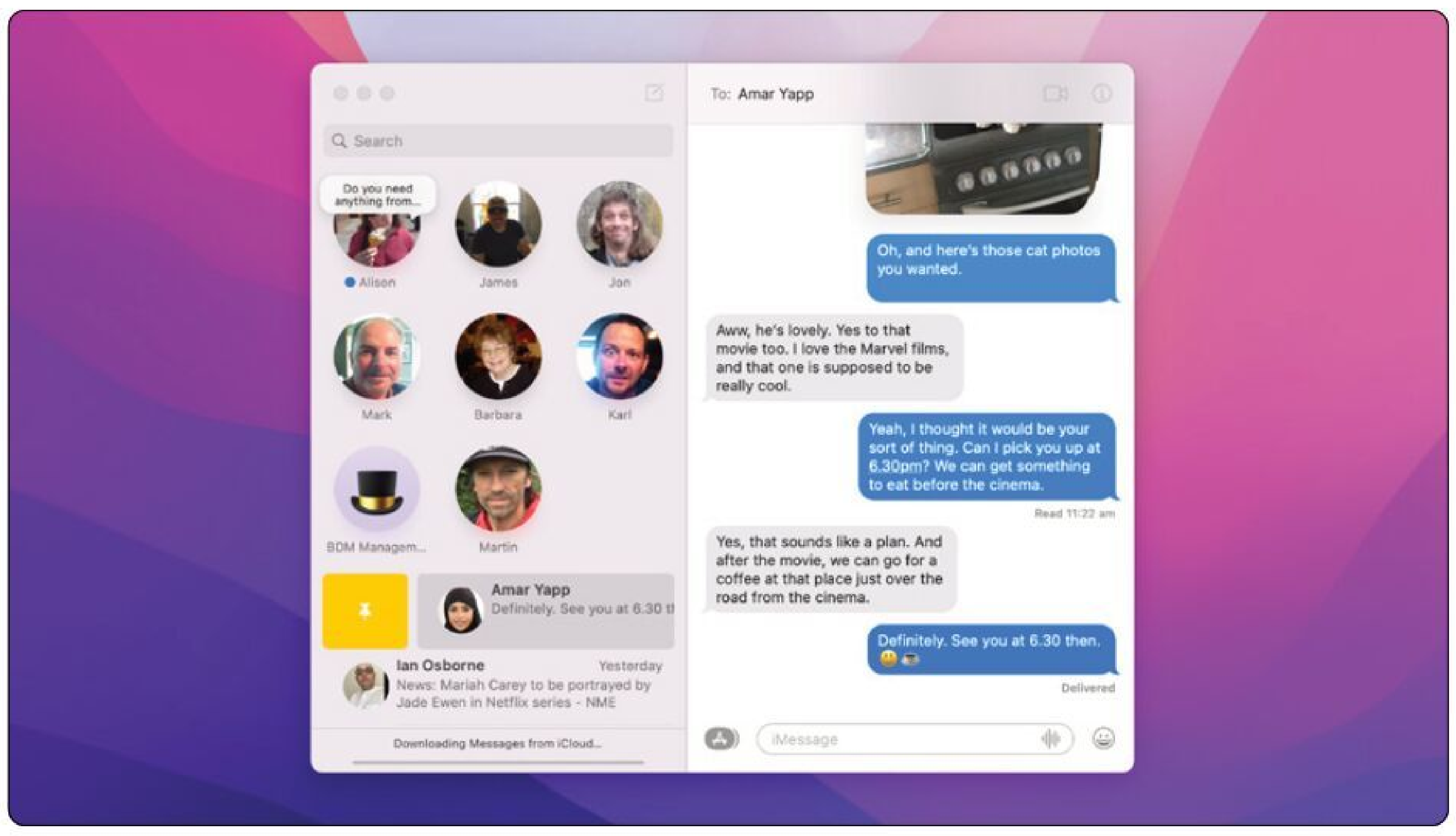
James Gale
Have you managed to get to the coast?

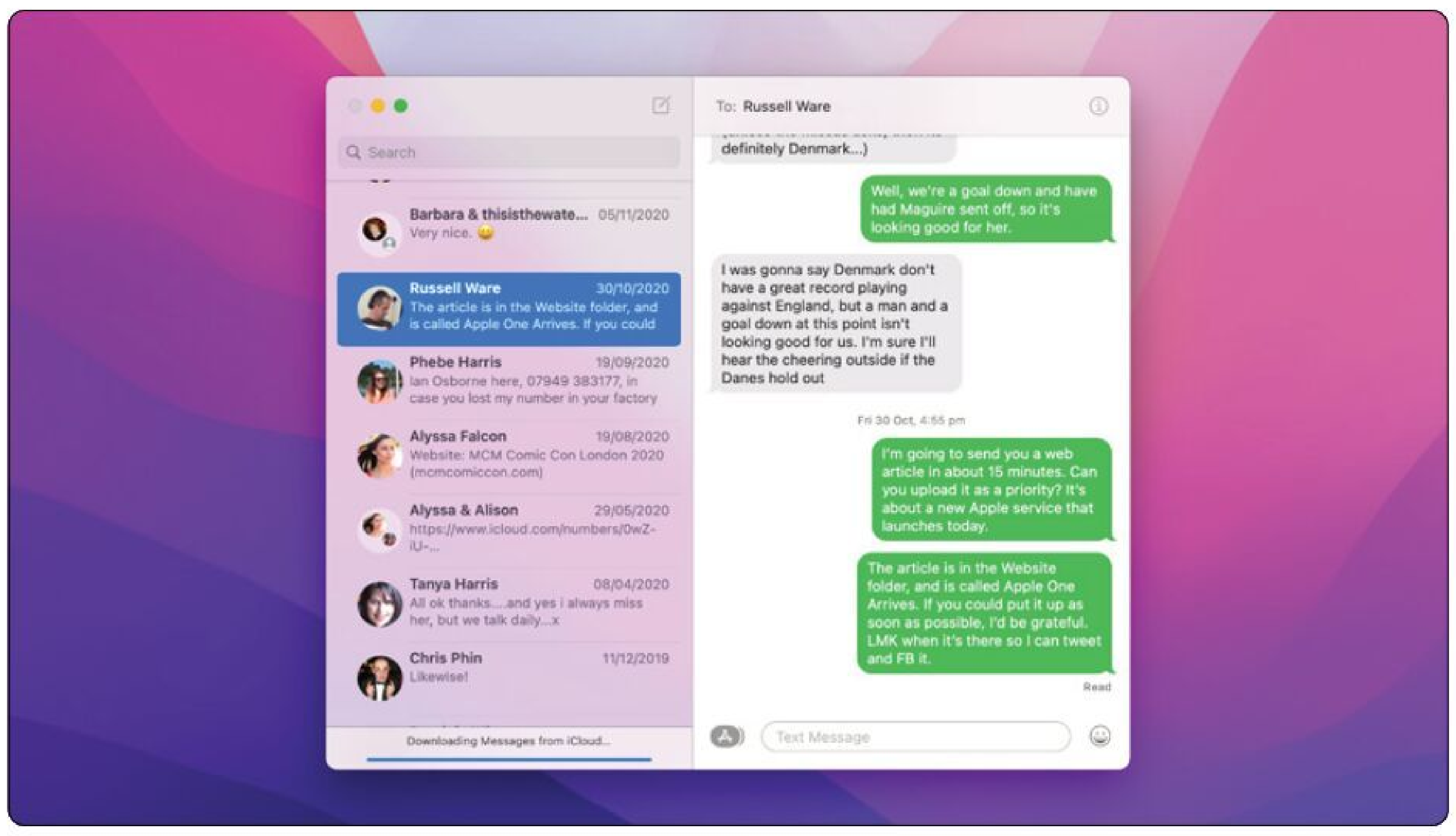
We're on the train, will be at the seaside soon. 🌊

James Gale
Bring me back an 🍦

**6** Type more than one person's details into the To field and you can start a group conversation. Your outgoing messages are sent to everyone in the group, and their replies in grey show the picture and the name of the person who sent it; so you can see who said what.

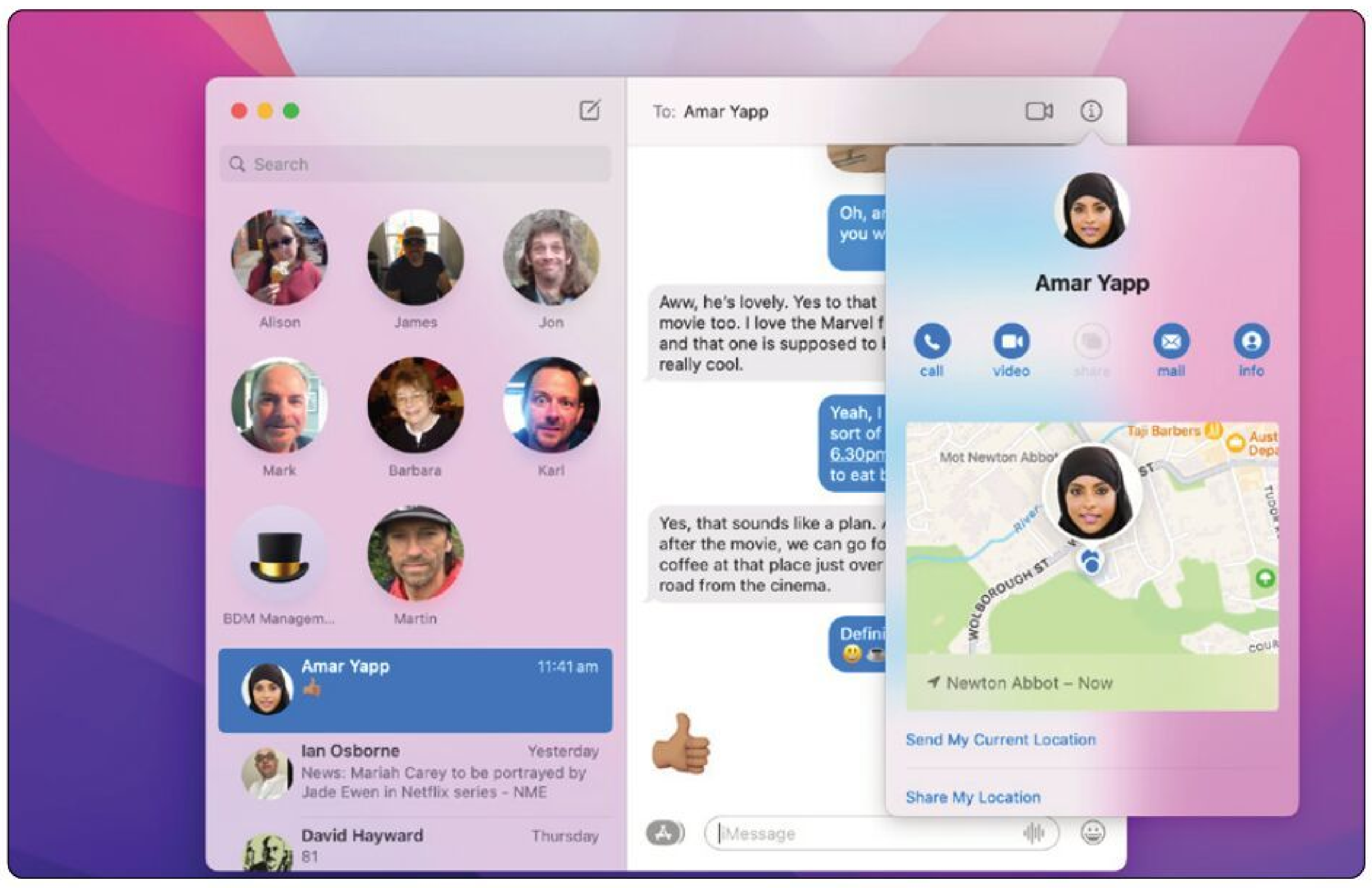
# More Messages Tips

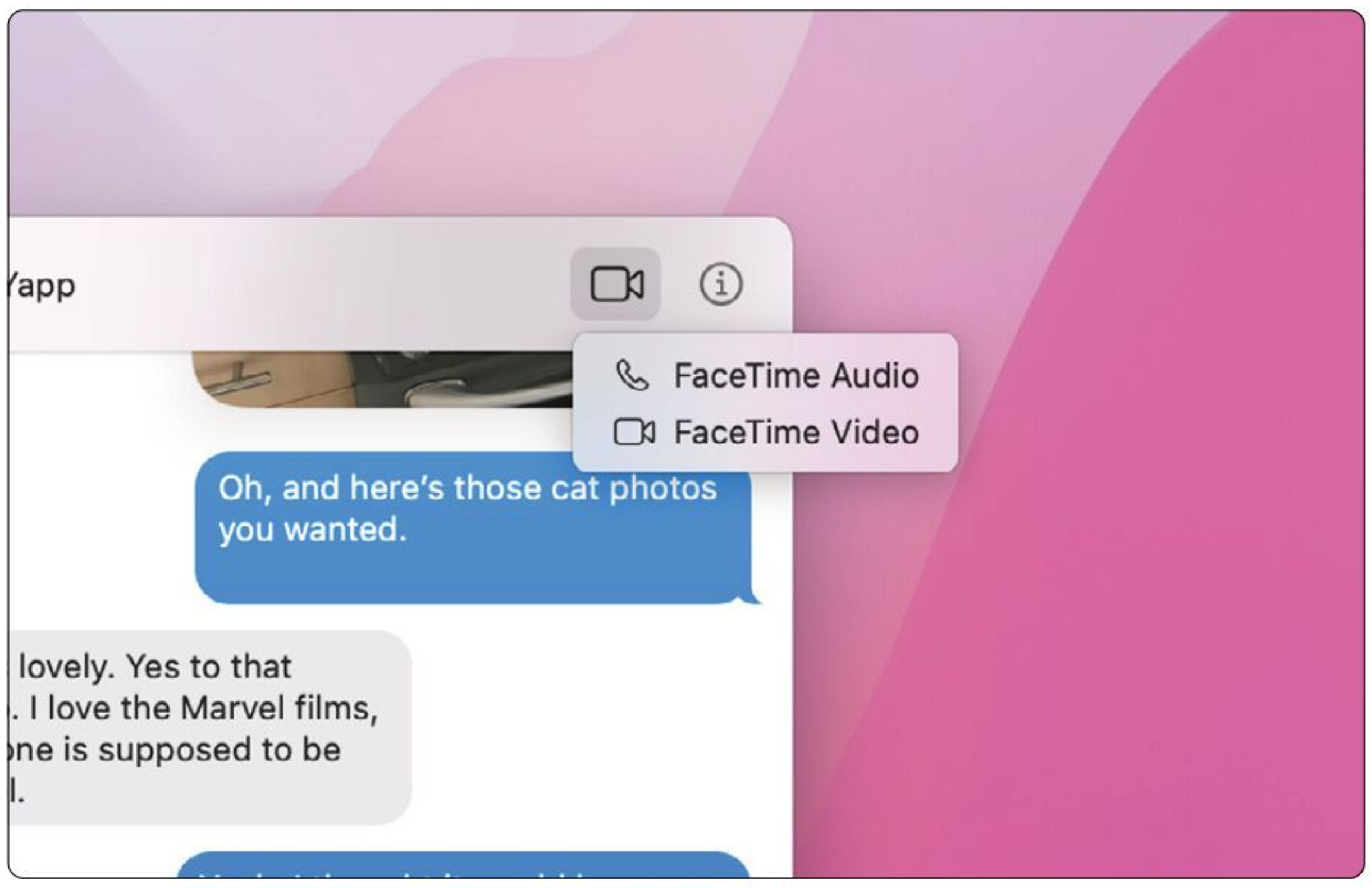




**1** You can pin up to nine conversations, so they're always at the top of the list; swipe a conversation left and click the yellow pin icon. To unpin, right-click a pinned chat and choose that option. Click a pin to open that chat. Incoming messages from pinned chats are shown on the pin.

**2** Messages sent by you appear as blue or green speech bubbles. If the bubble is blue, your message is being sent to an Apple device. These messages are free, as they're sent over the Internet. If the bubbles are green, they're sent to a non-Apple device and might incur SMS charges.



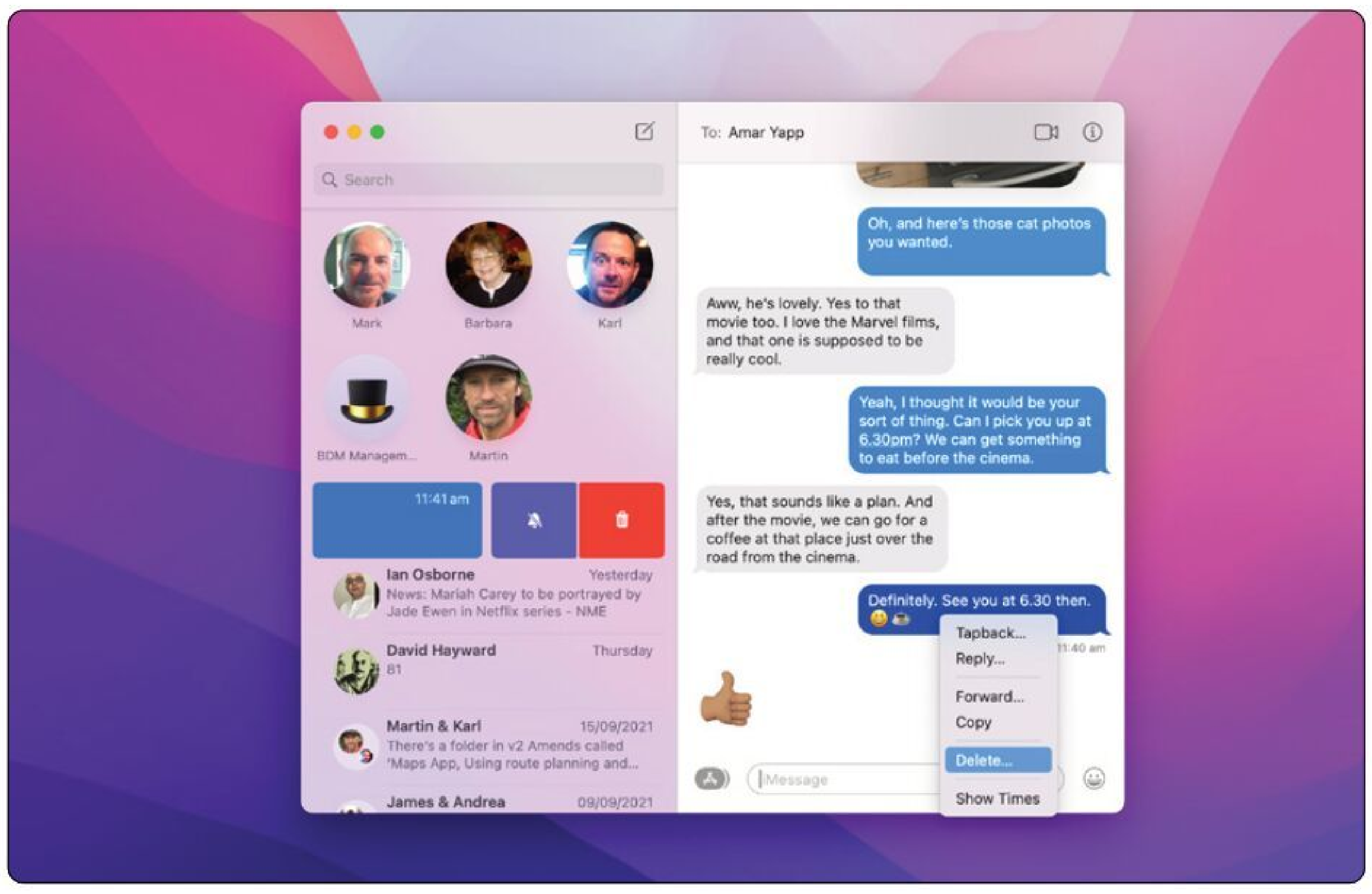


Oh, and here's those cat photos you wanted.

lovely. Yes to that
. I love the Marvel films,
ne is supposed to be
l.

**3** In a conversation, click the 'i' in the top right corner for a details window on that person. This window shows their location (if they're sharing it) and buttons to contact them by phone, video, email and more. Scroll up to see photos, links and other attachments you've shared with each other.

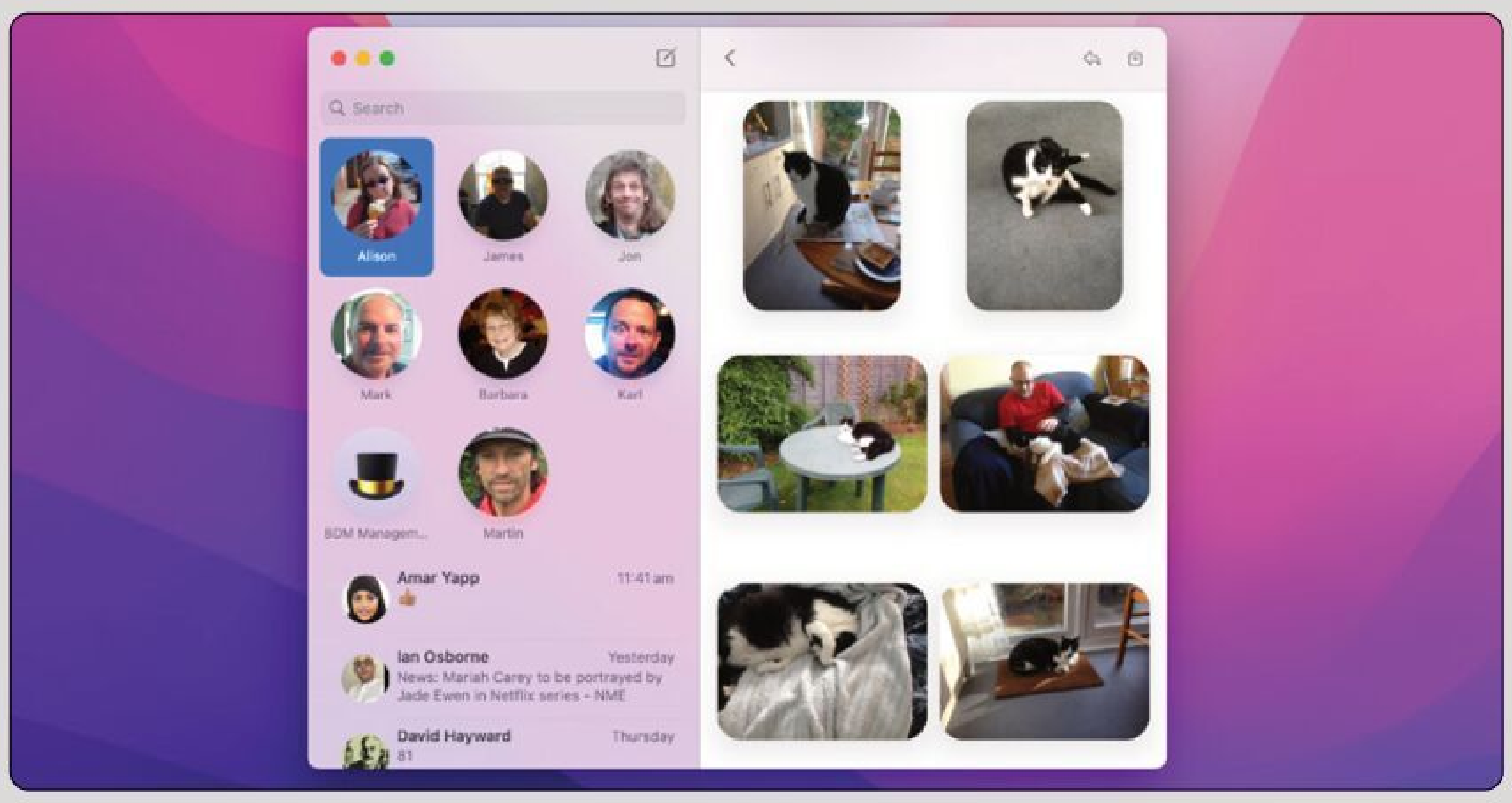
**4** Click the video camera icon in the top-right of the window to initiate a FaceTime call to the person you're messaging with. The pop-up window that appears lets you make a FaceTime video or audio call. This icon only appears when the person you're messaging with also has an Apple device.



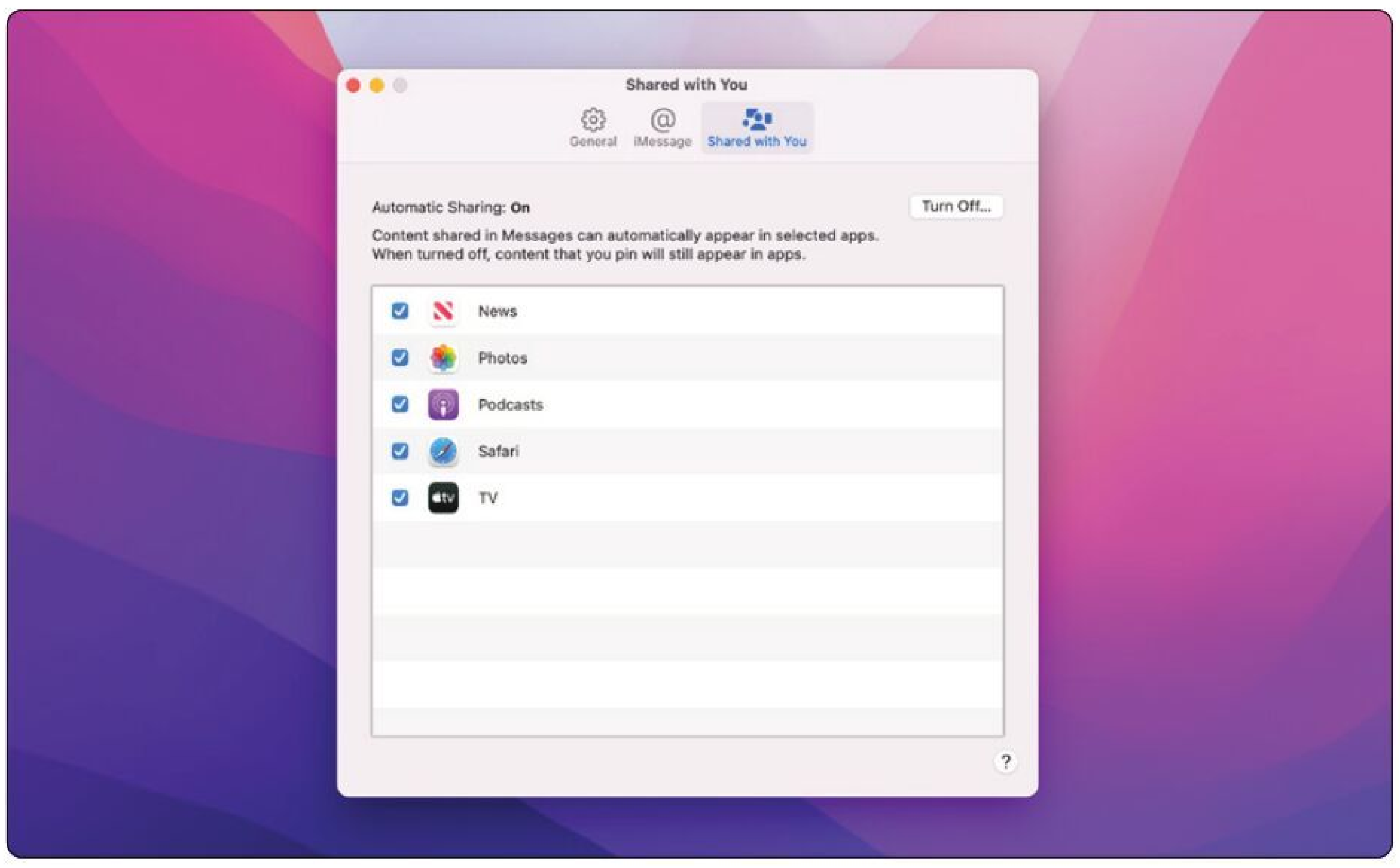
**5** If you want to delete an individual speech bubble, right-click on it and select Delete from the contextual menu. To delete an entire conversation, swipe it left in the left-hand panel and click the dustbin icon. The bell icon mutes notifications from that conversation. Repeat to unmute it.

## Photo Stacks.

If someone sends you several photos at once, they appear in the Messages conversation as a stack of fanned thumbnails. Double-click on this stack to open them in Preview. Above the stack is an icon and an indication of how many photos are stacked. Click this for thumbnails.



# Shared with You

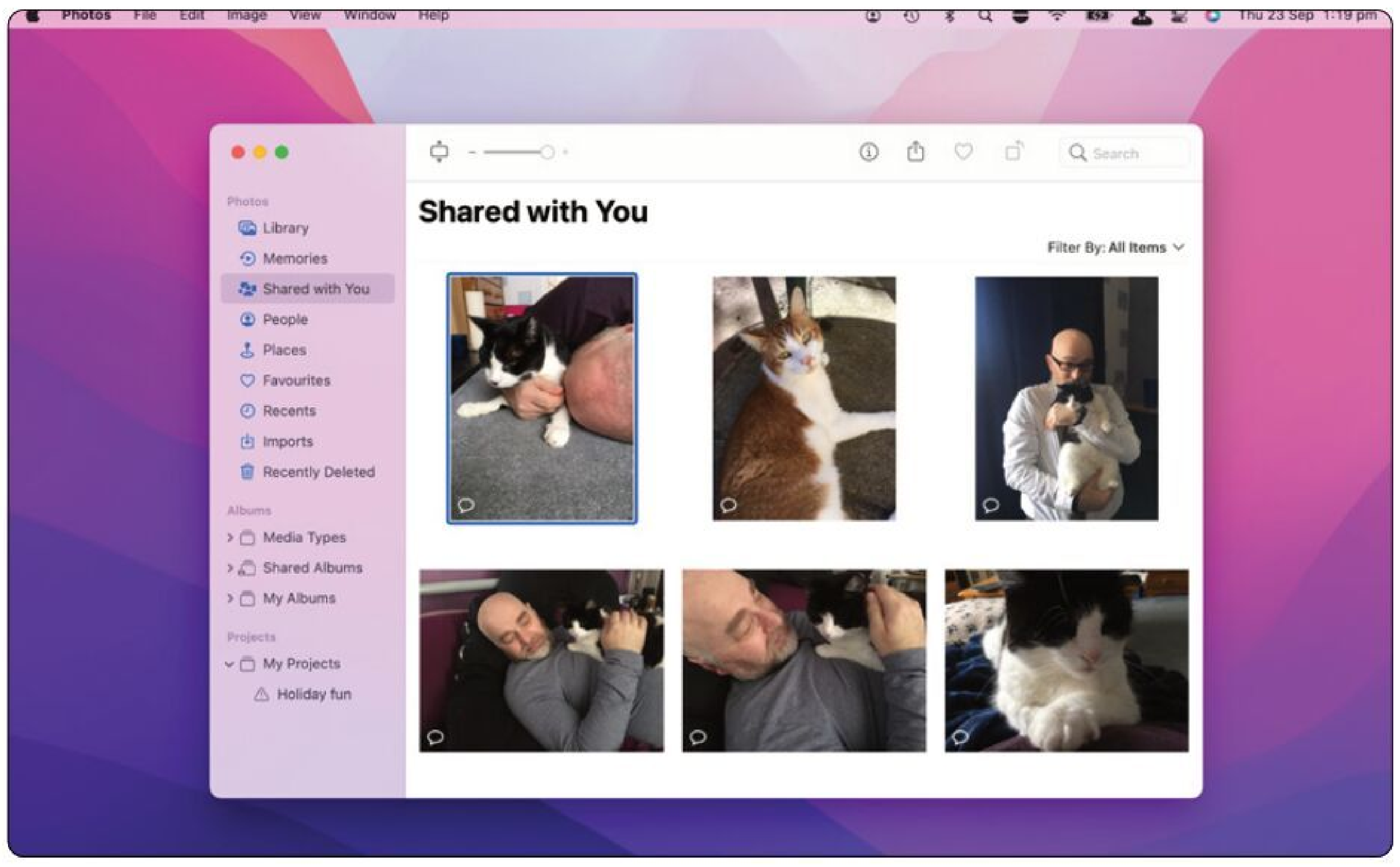

Shared with You
General
iMessage
Shared with You
Turn Off...

Automatic Sharing: **On**

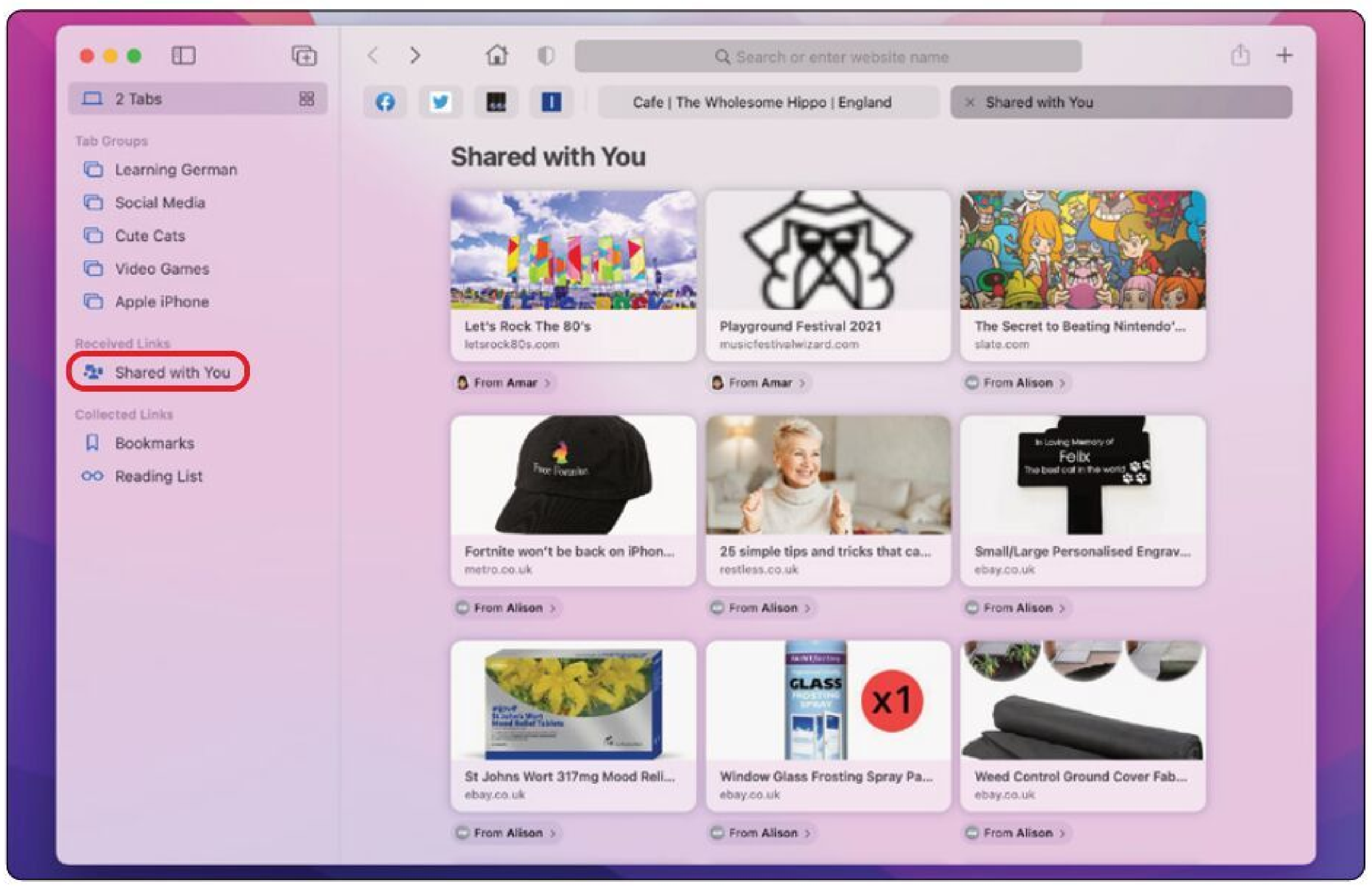
Content shared in Messages can automatically appear in selected apps. When turned off, content that you pin will still appear in apps.

- ☑ News
- ☑ Photos
- ☑ Podcasts
- ☑ Safari
- ☑ TV

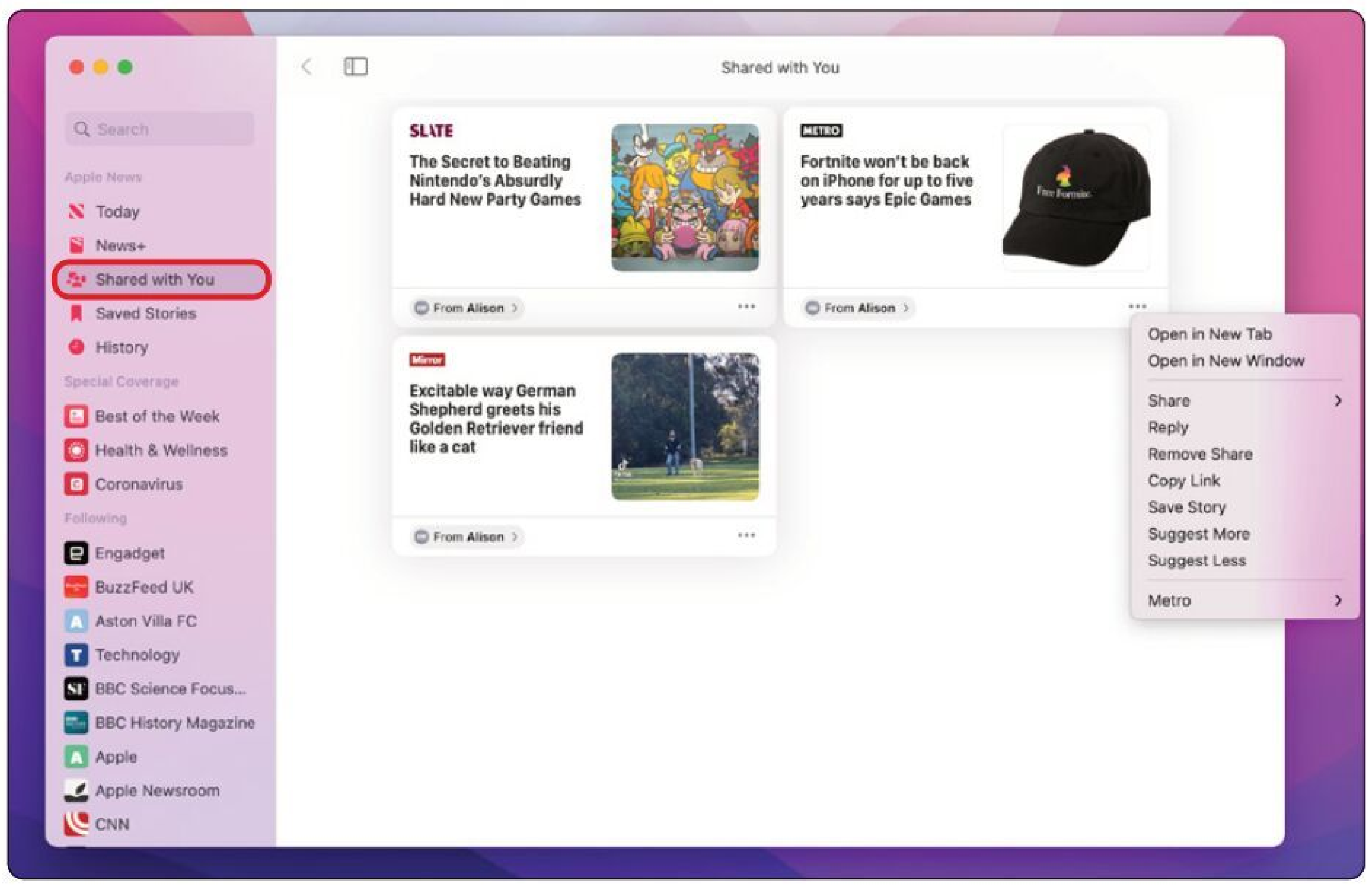
**1** Photos, Podcasts, web links, Apple News and Apple TV shared in Messages are now shown in their respective apps too. If you don't want this, you can disable it on a per-app basis by opening Messages preferences, clicking Shared with You at the top and unchecking apps.


Photos
Library
Memories
Shared with You
People
Places
Favourites
Recents
Imports
Recently Deleted
Albums
Media Types
Shared Albums
My Albums
Projects
My Projects
Holiday fun
Shared with You
Filter By: All Items
Search

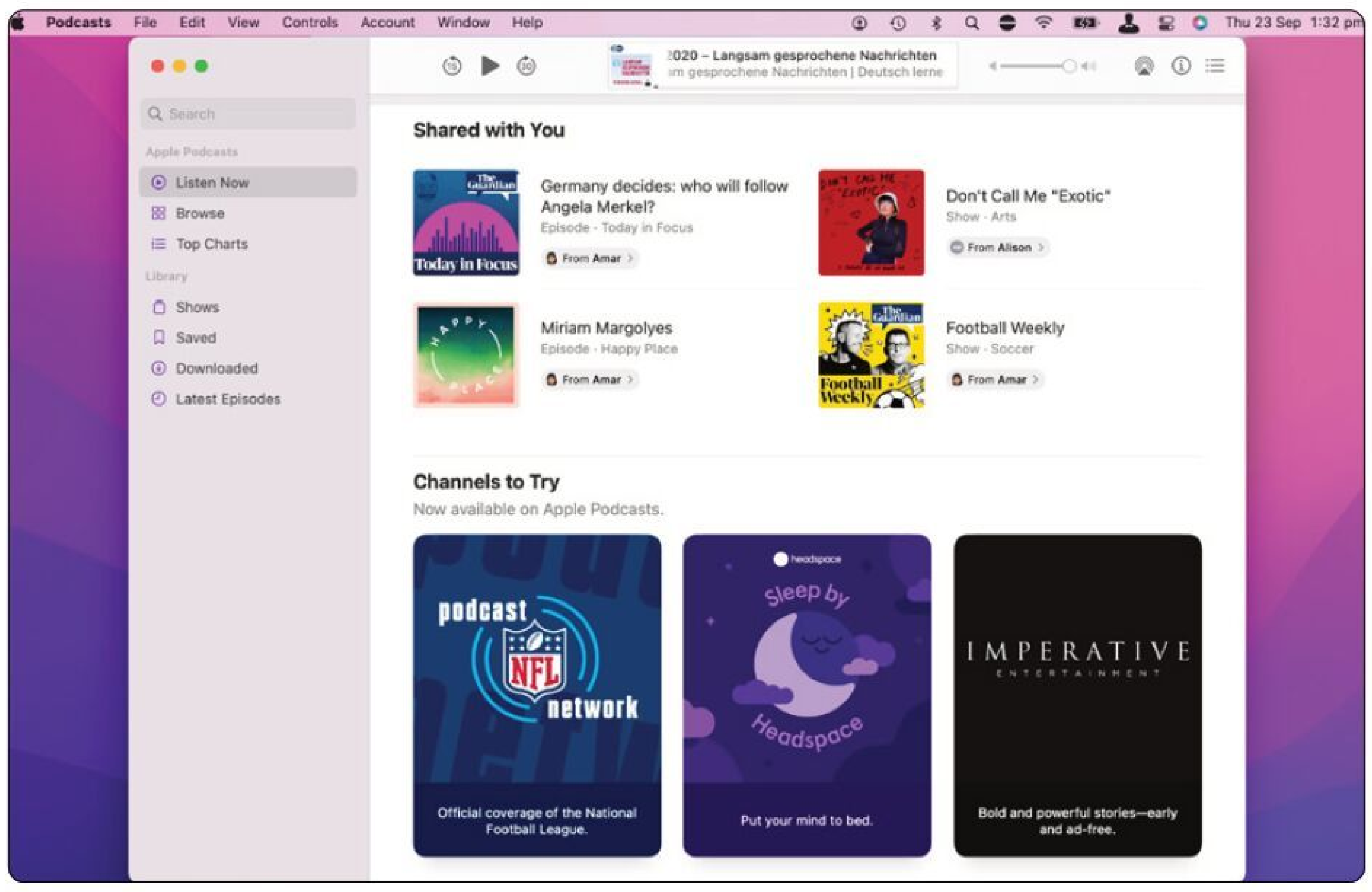
**2** **Photos**: In the Photos app, click on Shared with You in the left-hand sidebar, and pictures that have been sent to you in the Messages app are shown in the main window. Double click to open one and see who sent it. Right-click for further options like forwarding or sharing.


2 Tabs
Tab Groups
Learning German
Social Media
Cute Cats
Video Games
Apple iPhone
Received Links
Shared with You
Collected Links
Bookmarks
Reading List
Search or enter website name
Cafe | The Wholesome Hippo | England
Shared with You
Shared with You
Let's Rock The 80's
Playground Festival 2021
The Secret to Beating Nintendo'...
From Amar
From Alison
Fortnite won't be back on iPhon...
25 simple tips and tricks that ca...
Small/Large Personalised Engrav...
St Johns Wort 317mg Mood Reli...
Window Glass Frosting Spray Pa...
Weed Control Ground Cover Fab...

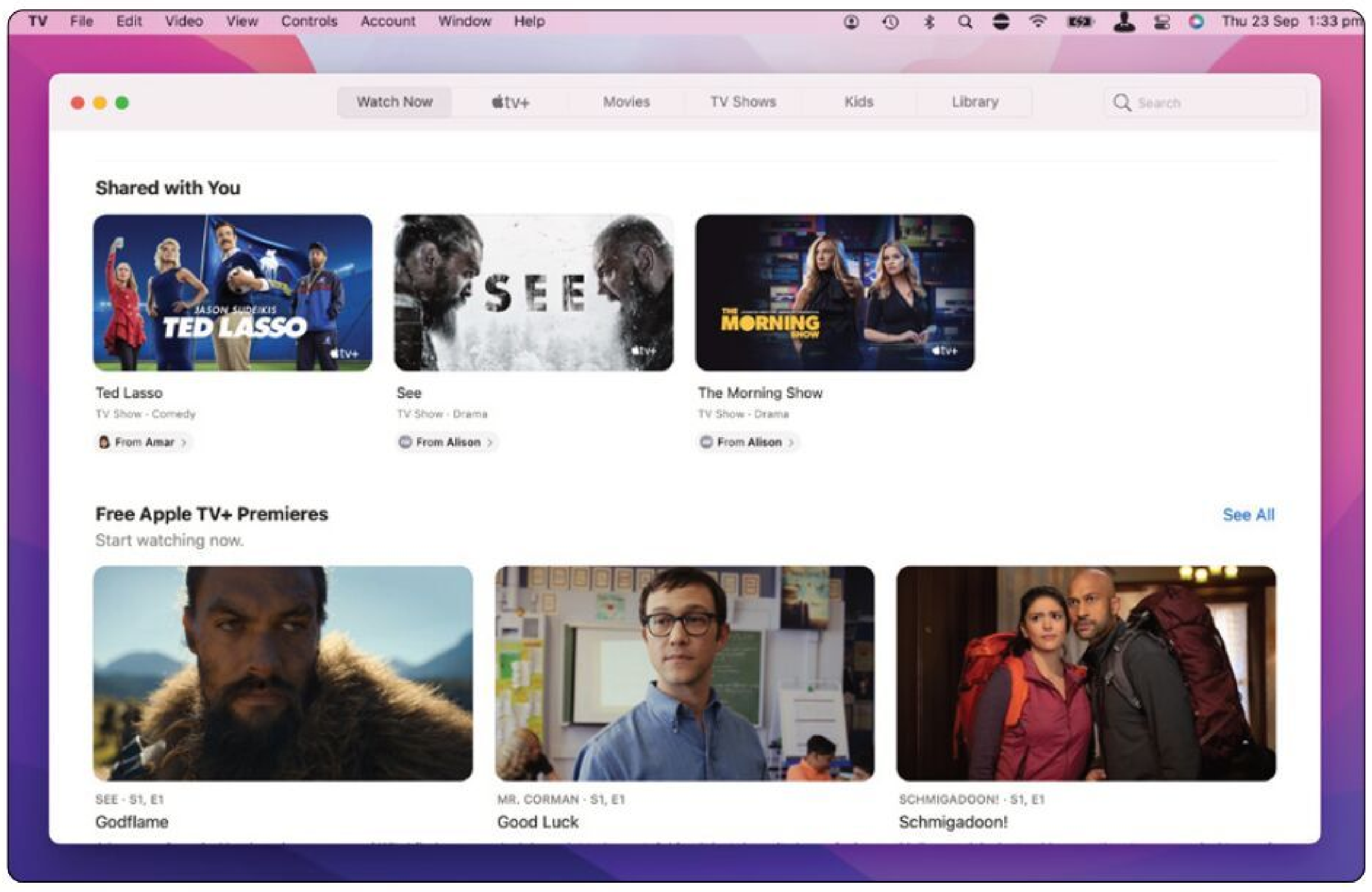
**3** **Safari:** Open the sidebar and click Shared with You. Thumbnails of websites sent to you through Messages are shown. Click one to open it, click the 'From' bubble underneath to open the Messages conversation and right-click for more options.


Shared with You
Search
Apple News
Today
News+
Shared with You
Saved Stories
History
Special Coverage
Best of the Week
Health & Wellness
Coronavirus
Following
Engadget
BuzzFeed UK
Aston Villa FC
Technology
BBC Science Focus...
BBC History Magazine
Apple
Apple Newsroom
CNN
The Secret to Beating Nintendo's Absurdly Hard New Party Games
Fortnite won't be back on iPhone for up to five years says Epic Games
Excitable way German Shepherd greets his Golden Retriever friend like a cat
From Alison
Open in New Tab
Open in New Window
Share
Reply
Remove Share
Copy Link
Save Story
Suggest More
Suggest Less
Metro

**4** **Apple News**: Click on the Shared with You option in the sidebar to see Apple News articles that have been shared with you in Messages. Click the person's name underneath to return to the Messages chat, or click the three dots icon for extra options.


Podcasts
File
Edit
View
Controls
Account
Window
Help
Thu 23 Sep 1:32 pm
Search
Apple Podcasts
Listen Now
Browse
Top Charts
Library
Shows
Saved
Downloaded
Latest Episodes
Shared with You
Germany decides: who will follow Angela Merkel?
Don't Call Me "Exotic"
Miriam Margolyes
Football Weekly
From Amar
From Alison
Channels to Try
Now available on Apple Podcasts.
Official coverage of the National Football League.
Put your mind to bed.
Bold and powerful stories—early and ad-free.

**5** **Podcasts**: In the Podcasts app, Shared with You is found in the Listen Now section; scroll up until you see 'Shared with You'. The person who sent it to you in Messages is once again stated underneath. Click it to return to the conversation.

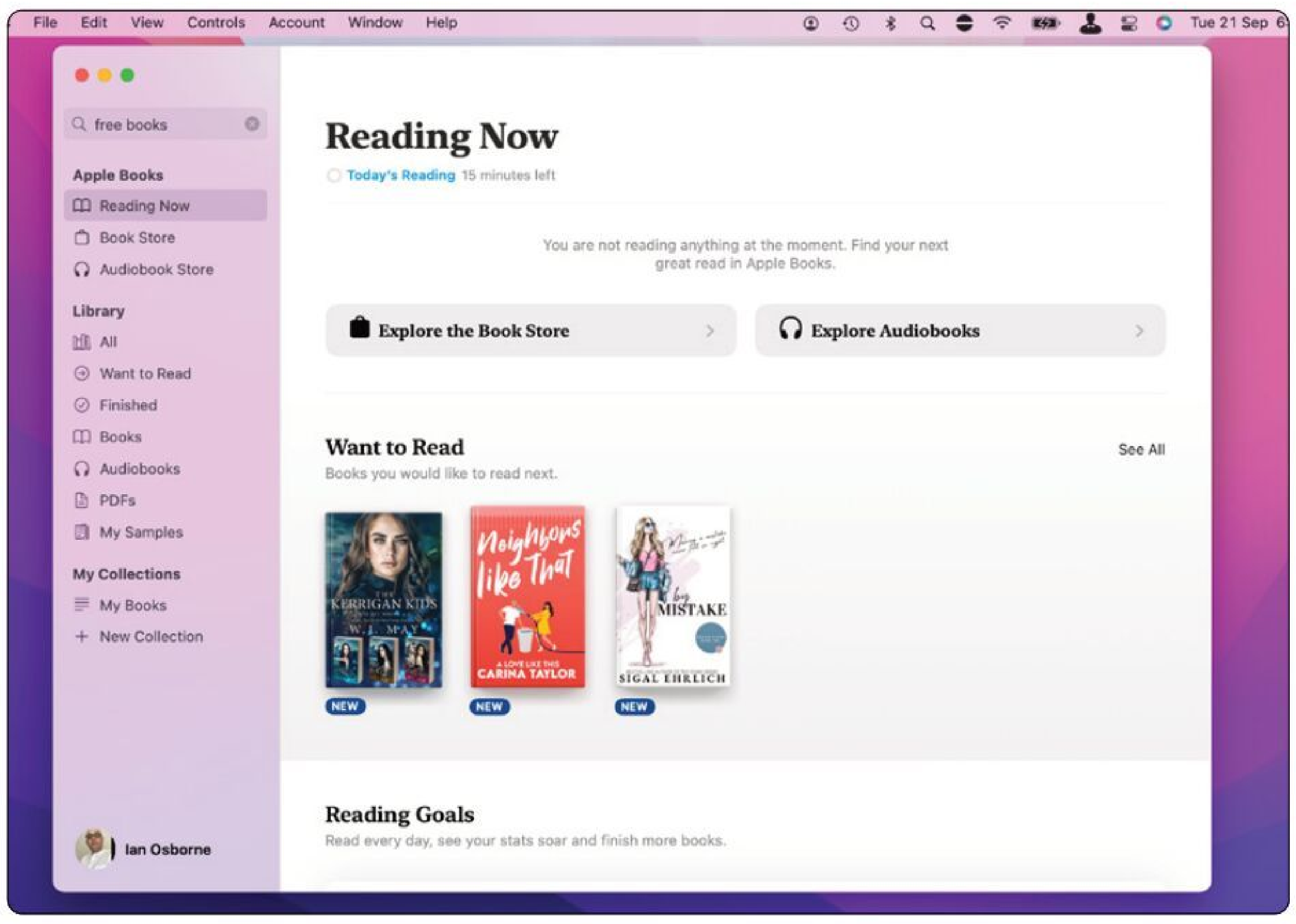

TV
File
Edit
Video
View
Controls
Account
Window
Help
Thu 23 Sep 1:33 pm
Watch Now
tv+
Movies
TV Shows
Kids
Library
Search
Shared with You
Ted Lasso
See
The Morning Show
From Amar
From Alison
Free Apple TV+ Premieres
Start watching now.
See All
Godframe
Good Luck
Schmigadoon!

**6** **Apple TV**: The Shared with You section is found under the Watch Now tab at the top of the window. Scroll up to find it. Click on a show to be taken to its home page, and click the name of the person who sent it, to chat in Messages.

# Books
## Buy & Read eBooks

The Books app offers much more than simply being a portal to viewing your collection of electronic literature. You're can browse a huge library of titles, buy new eBooks, sample content and organise your ever-growing collection, and even add PDFs to your Books app; all of which syncs between your Apple gear.

## First Steps with Books

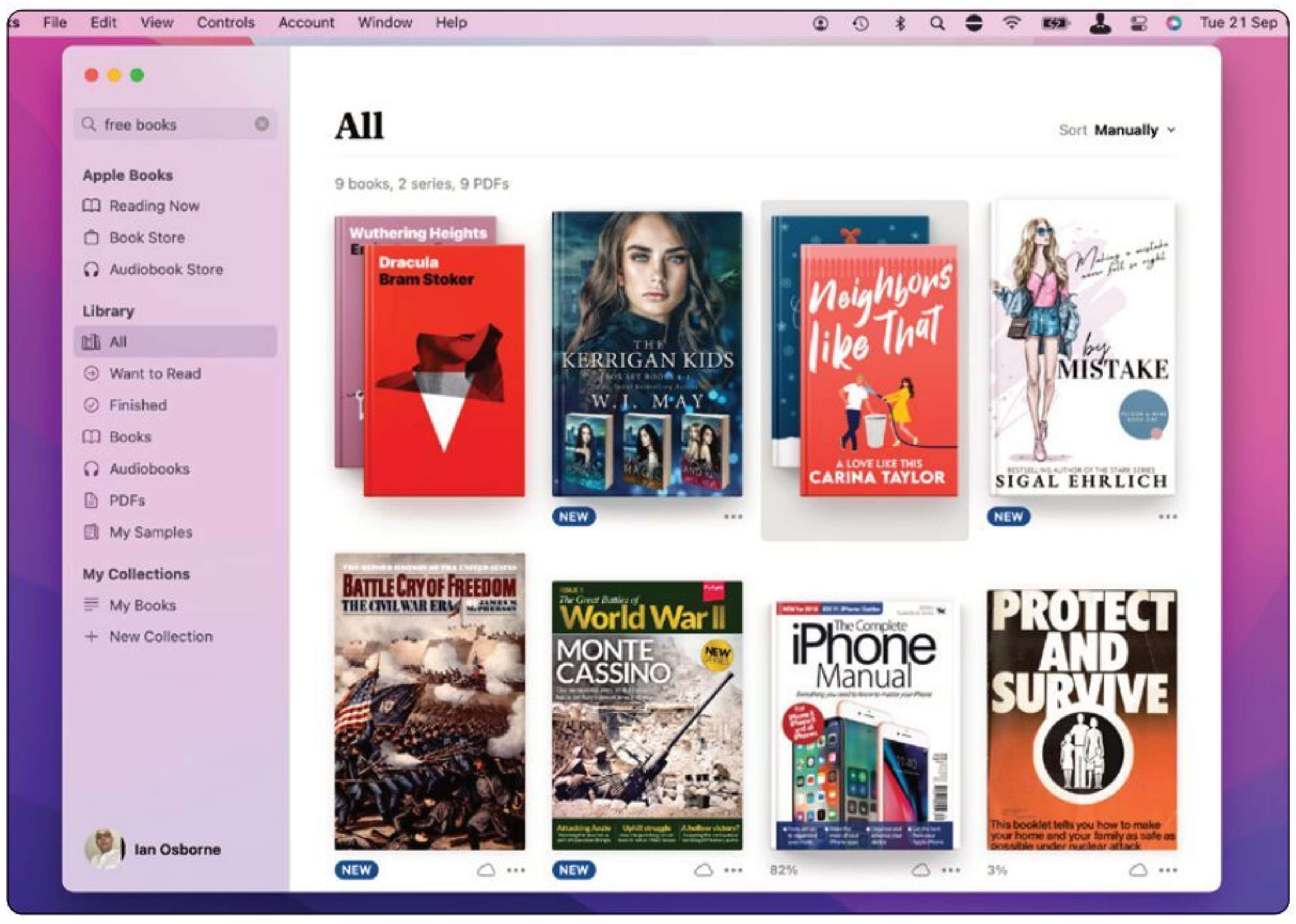

File Edit View Controls Account Window Help
Tue 21 Sep
free books
Apple Books
Reading Now
Book Store
Audiobook Store
Library
All
Want to Read
Finished
Books
Audiobooks
PDFs
My Samples
My Collections
My Books
New Collection
Ian Osborne
Reading Now
Today's Reading 15 minutes left
Explore the Book Store
Explore Audiobooks
Want to Read
See All
NEW
Reading Goals

You are not reading anything at the moment. Find your next great read in Apple Books.

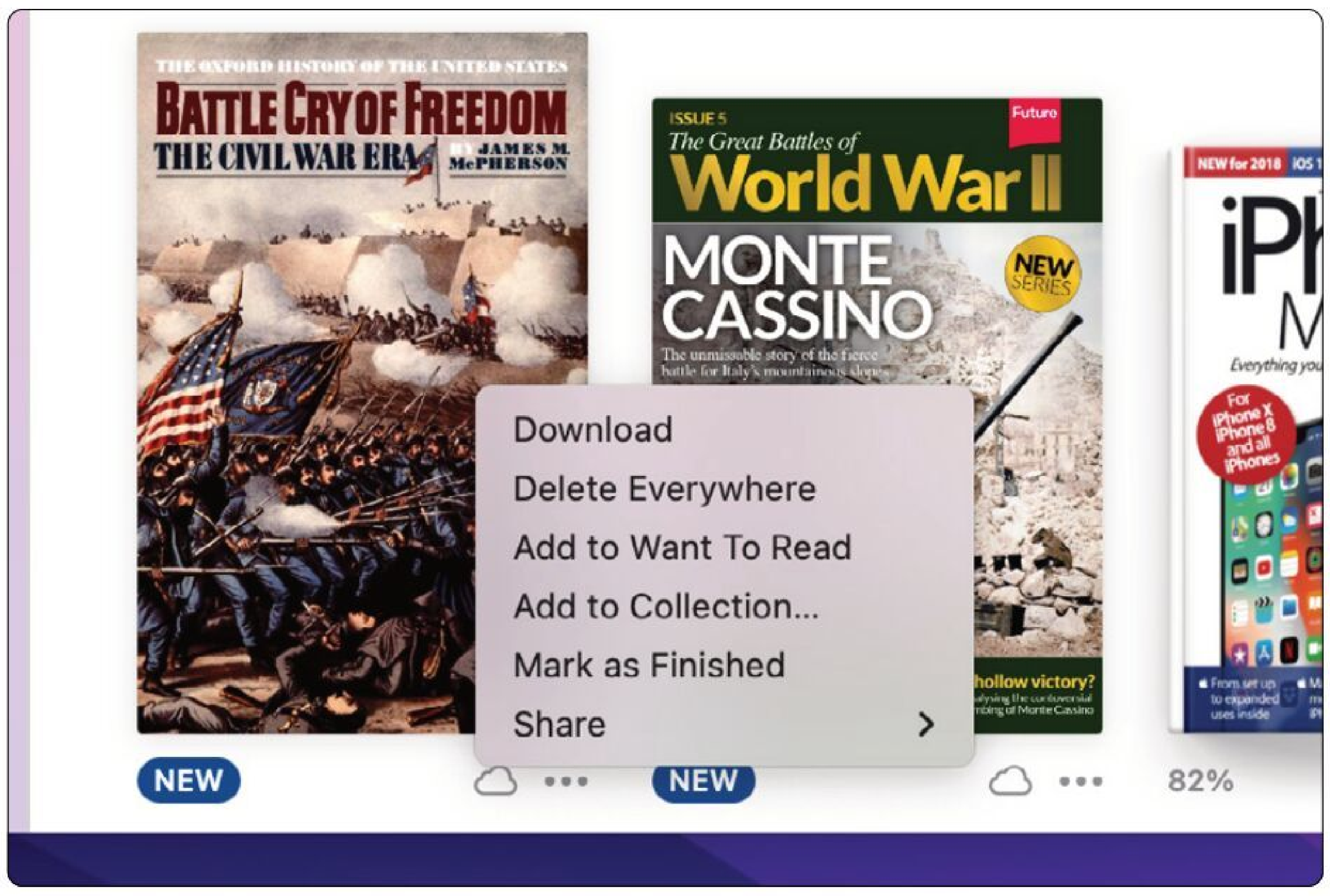
Books you would like to read next.

Read every day, see your stats soar and finish more books.

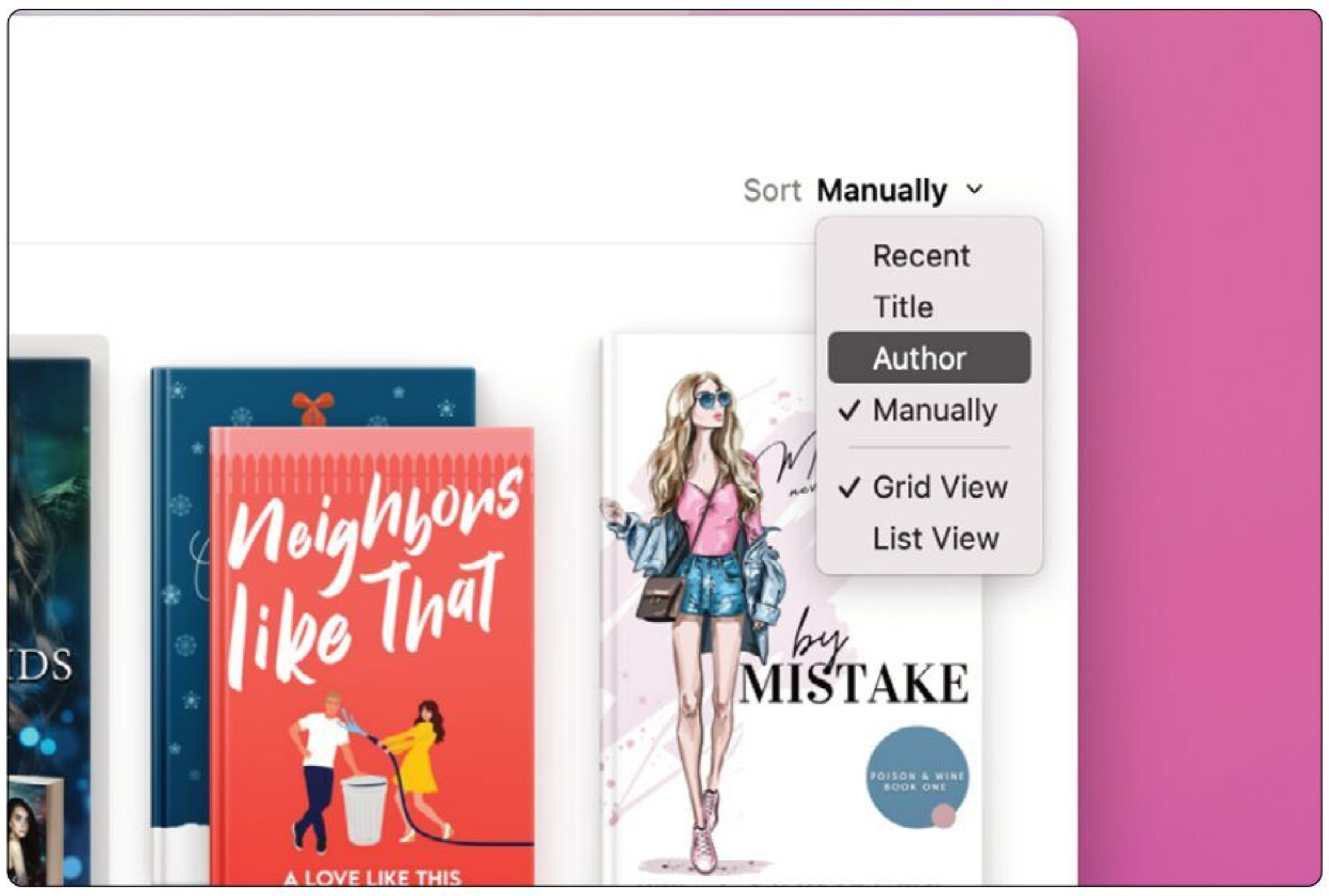
**1** The Books app's sidebar is divided into three sections; Apple Books shows what you're reading now and offers two shop options; Library lets you view your book collection; In My Collections, you can organise them into categories.


File Edit View Controls Account Window Help
Tue 21 Sep
free books
Apple Books
Reading Now
Book Store
Audiobook Store
Library
All
Want to Read
Finished
Books
Audiobooks
PDFs
My Samples
My Collections
My Books
New Collection
Ian Osborne
All
Sort Manually
9 books, 2 series, 9 PDFs
NEW
82%
3%

**2** If you're already a Books user on your iPad or iPhone, you can access your books by clicking the All Books option under Library. Here you can see your book collection. Books not currently on your Mac have a cloud under the cover.

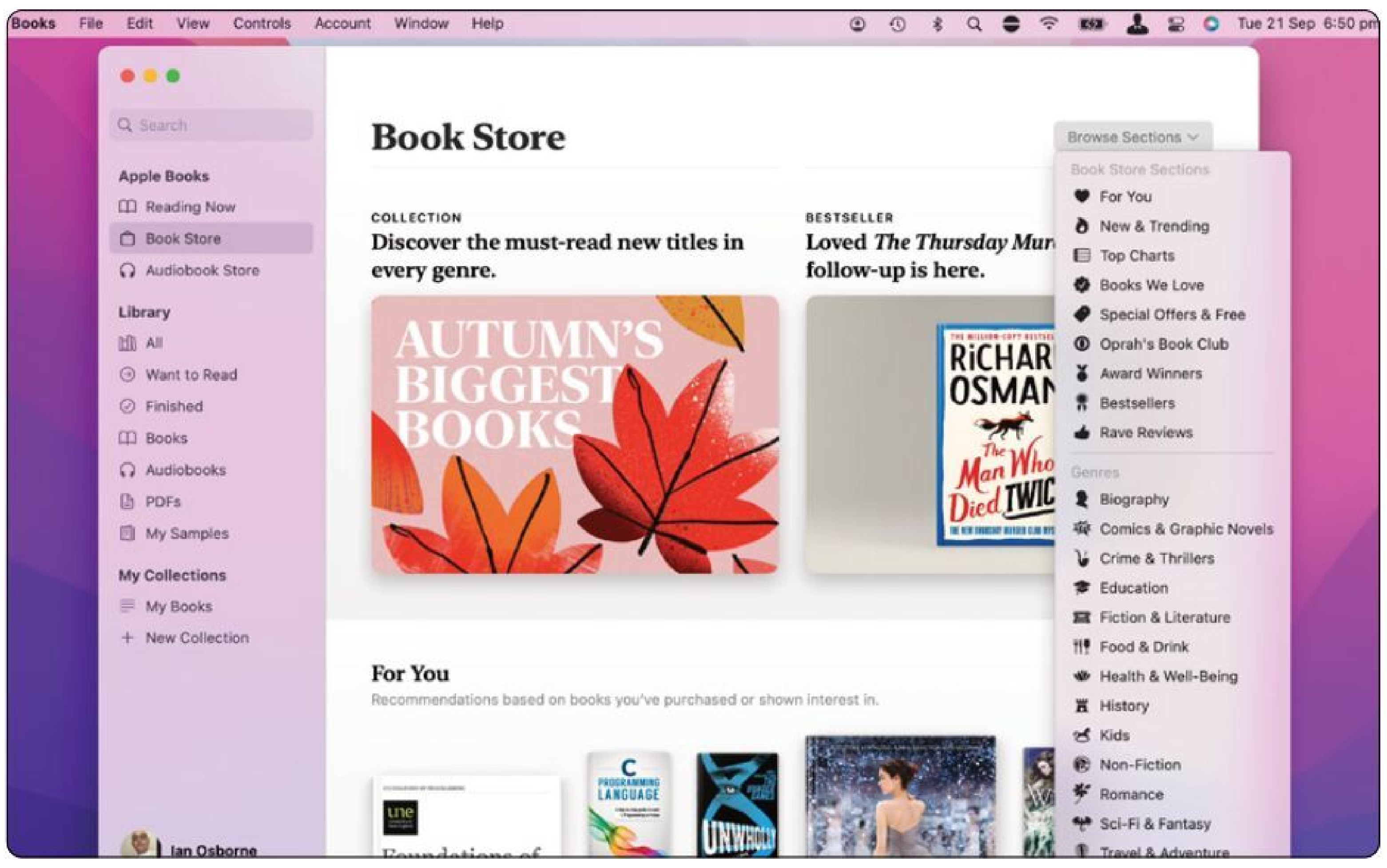

Download
Delete Everywhere
Add to Want To Read
Add to Collection...
Mark as Finished
Share
NEW
NEW
82%

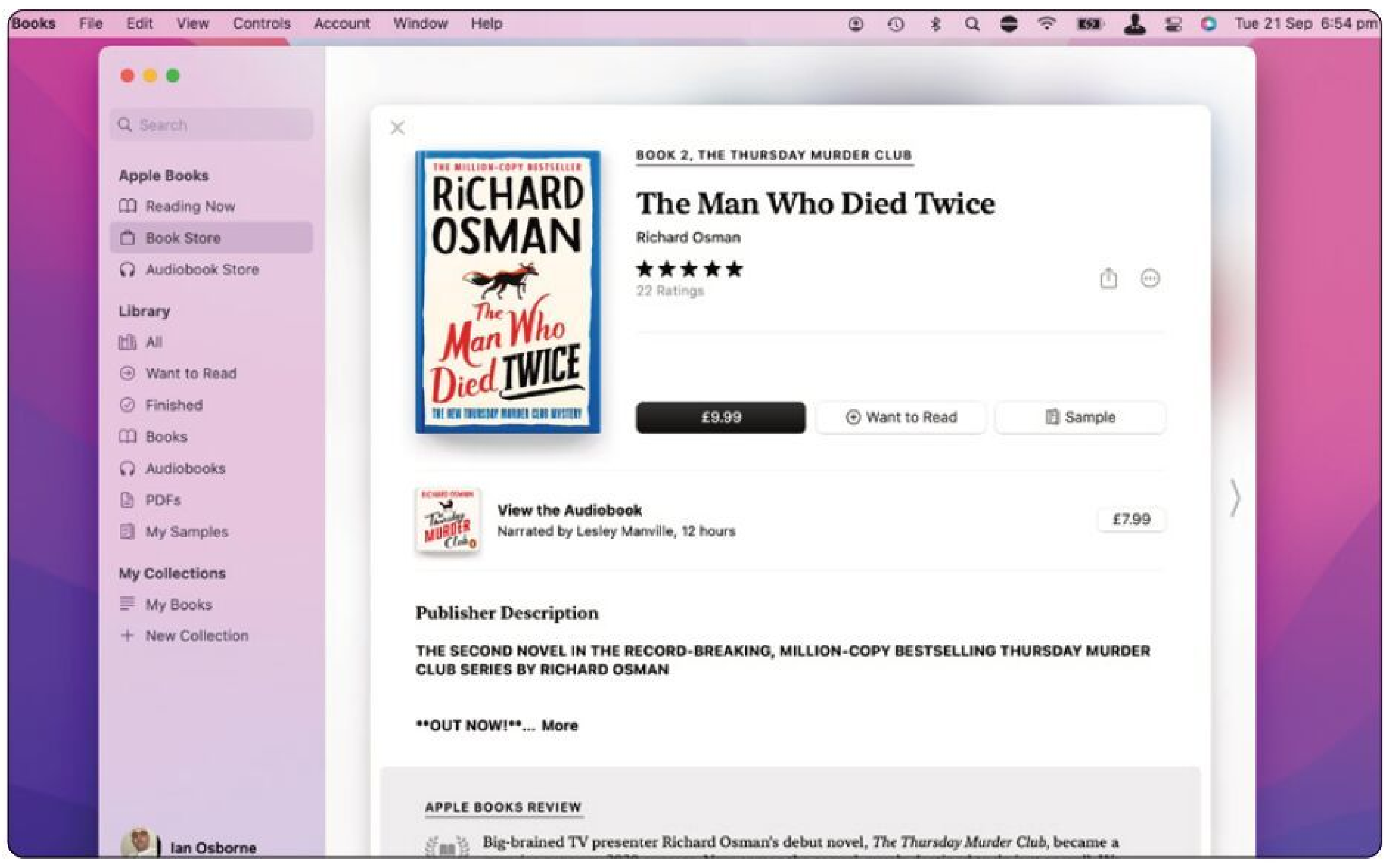
**3** Click on a cloud, or the three-dots icon next to it, for options to download a book to your Mac, delete it from your Mac (it remains on iCloud, so you can download it again later) or add it to Library categories like Want to Read.


Sort Manually
Recent
Title
Author
✓ Manually
✓ Grid View
List View

**4** Click the chevron in the top-right corner for a menu. Here you can change the way the books are sorted; according to when you got them, their author or manually by dragging them into place. You can also switch between a Grid and List view.

# Buying Books in the Books App


Book Store
Browse Sections
COLLECTION
Discover the must-read new titles in every genre.
AUTUMN'S BIGGEST BOOKS
BESTSELLER
Loved The Thursday Murder Club? The follow-up is here.
Book Store Sections
For You
New & Trending
Top Charts
Books We Love
Special Offers & Free
Oprah's Book Club
Award Winners
Bestsellers
Rave Reviews
Genres
Biography
Comics & Graphic Novels
Crime & Thrillers
Education
Fiction & Literature
Food & Drink
Health & Well-Being
History
Kids
Non-Fiction
Romance
Sci-Fi & Fantasy
Travel & Adventure
For You
Recommendations based on books you've purchased or shown interest in.
Apple Books
Reading Now
Book Store
Audiobook Store
Library
All
Want to Read
Finished
Books
Audiobooks
PDFs
My Samples
My Collections
My Books
New Collection
Ian Osborne

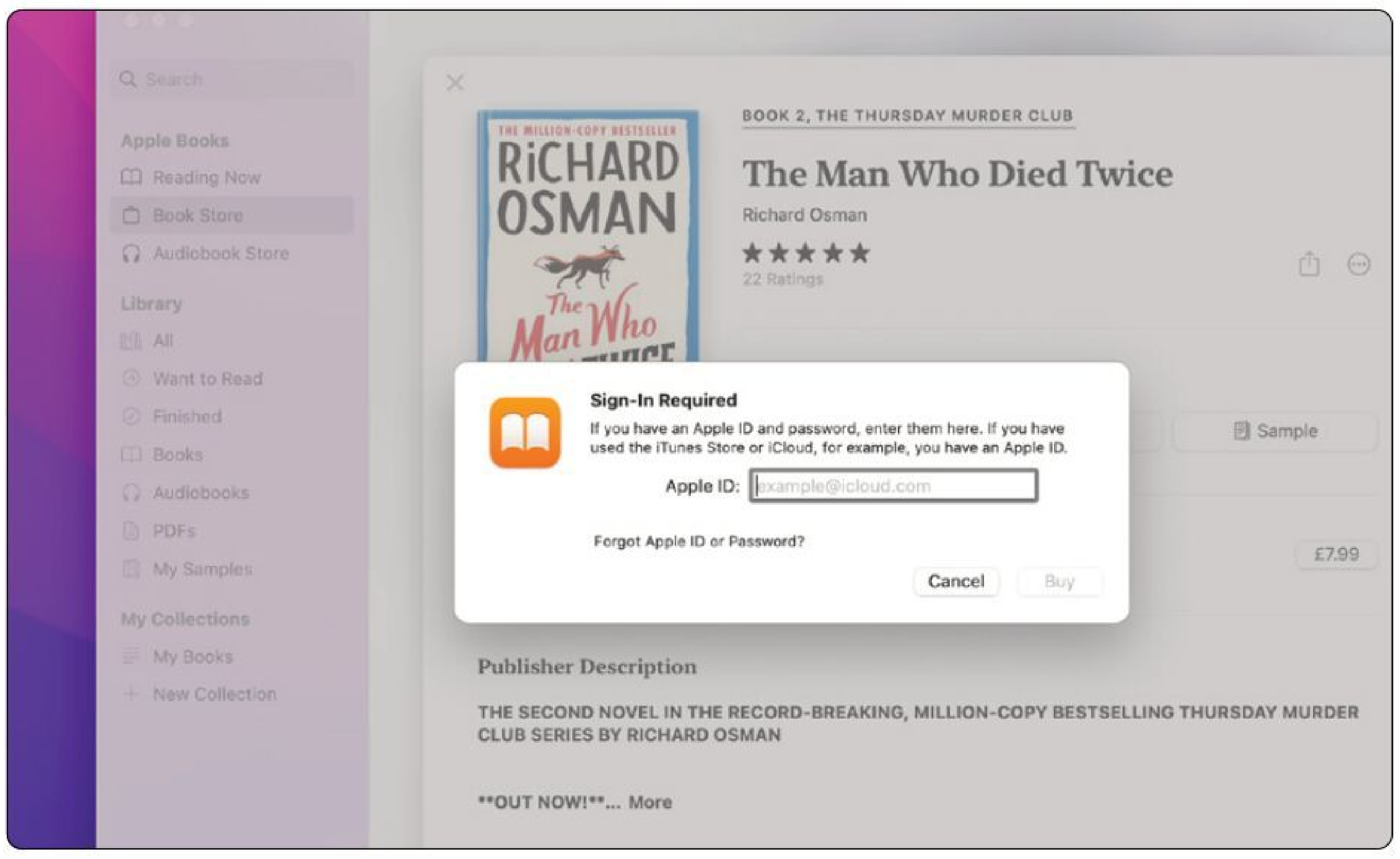

BOOK 2, THE THURSDAY MURDER CLUB
The Man Who Died Twice
Richard Osman
22 Ratings
£9.99
Want to Read
Sample
View the Audiobook
Narrated by Lesley Manville, 12 hours
£7.99
Publisher Description
APPLE BOOKS REVIEW

THE SECOND NOVEL IN THE RECORD-BREAKING, MILLION-COPY BESTSELLING THURSDAY MURDER CLUB SERIES BY RICHARD OSMAN

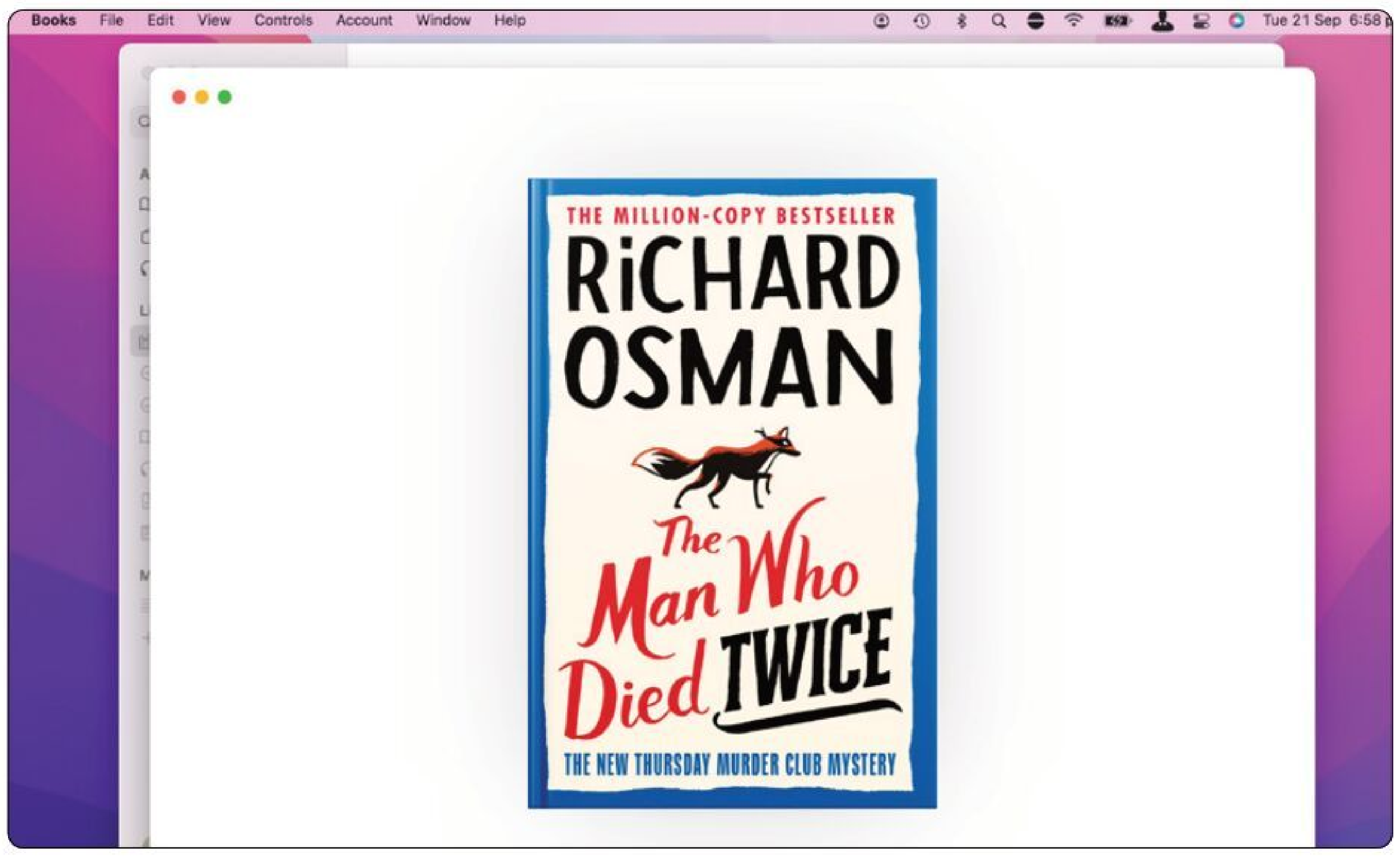
**OUT NOW!**... More

**1** If you know what you're looking for, use the Search bar in the top-left. Otherwise, click Book Store in the sidebar to go to the Apple Book Store. Click Browse Sections (top right) to browse according to genre and other categories.

**2** When you've found a book you like, click on it to be taken to its page. As well as buying it (or downloading it for free in some cases), you can use this page to add it to your Want to Read list, and/or download a free sample.


The Man Who Died Twice
Richard Osman
Sign-In Required
Apple ID:
example@icloud.com
Forgot Apple ID or Password?
Cancel
Buy
Sample
£7.99
Publisher Description

If you have an Apple ID and password, enter them here. If you have used the iTunes Store or iCloud, for example, you have an Apple ID.

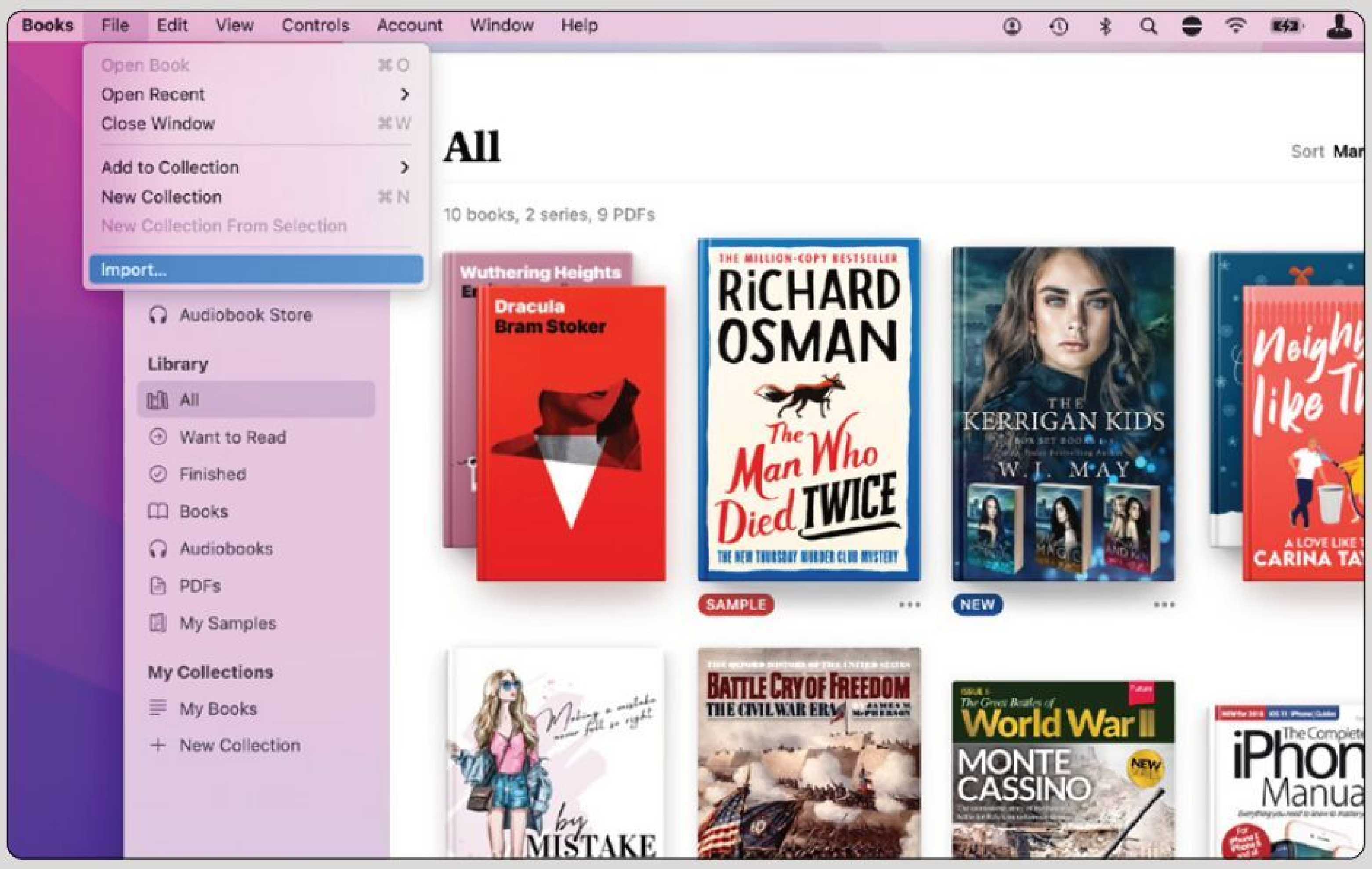

THE MILLION-COPY BESTSELLER
RICHARD OSMAN
The Man Who Died TWICE
THE NEW THURSDAY MURDER CLUB MYSTERY

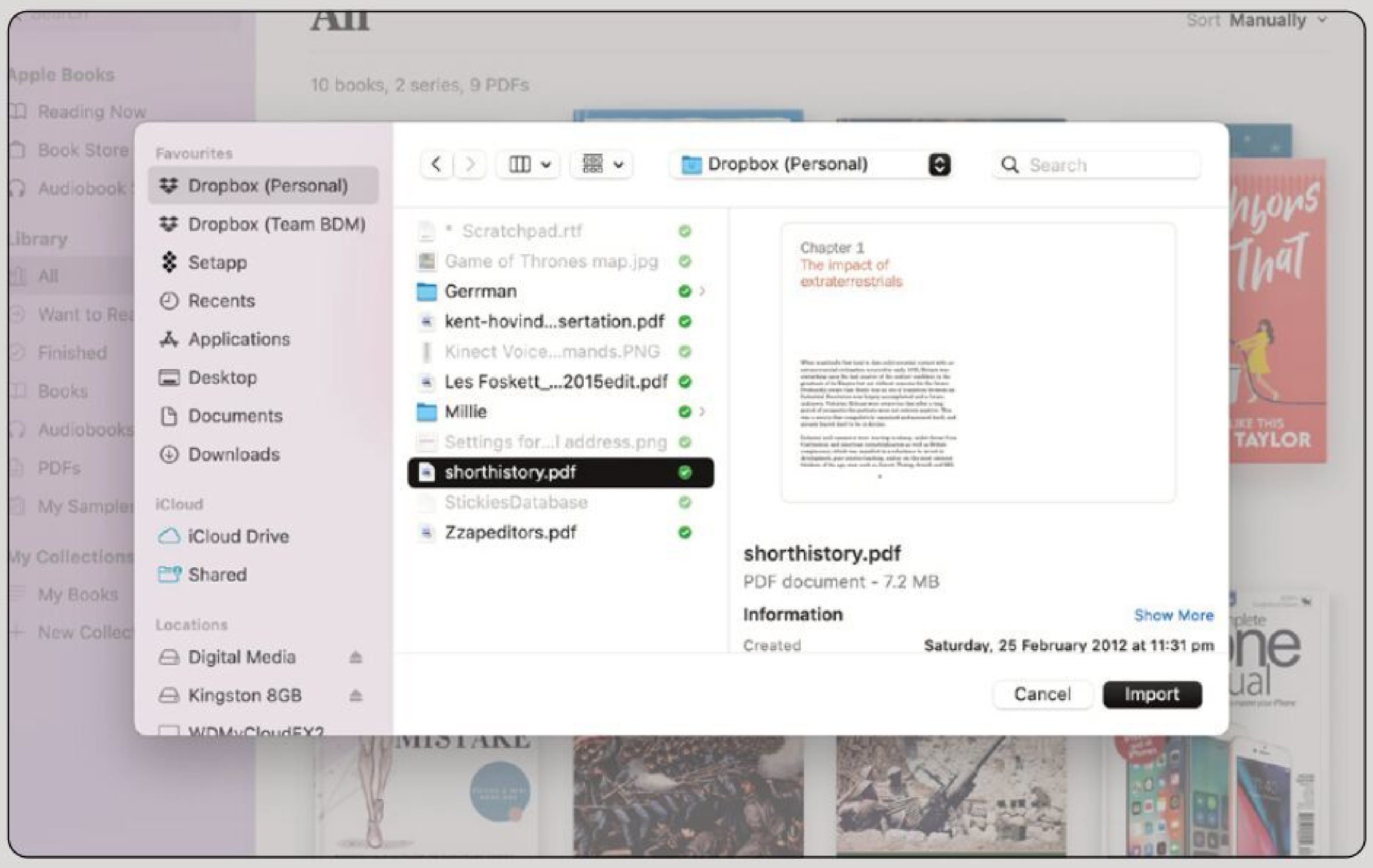
**3** When you're ready to make a purchase (or download for free), click the price button (or Get for free books). A sign-in might be required; if so, use your Apple ID. It works the same way as buying apps or iTunes media for your Mac.

**4** When the book or sample has downloaded, it opens so you can read it. It's also placed in your book library, which is synced between your Apple devices using iCloud. You can download it on an iPad or iPhone without paying again.

# Adding PDFs to Books.

You can copy PDF documents onto your Mac and into the Books app and sync them using your iCloud account.

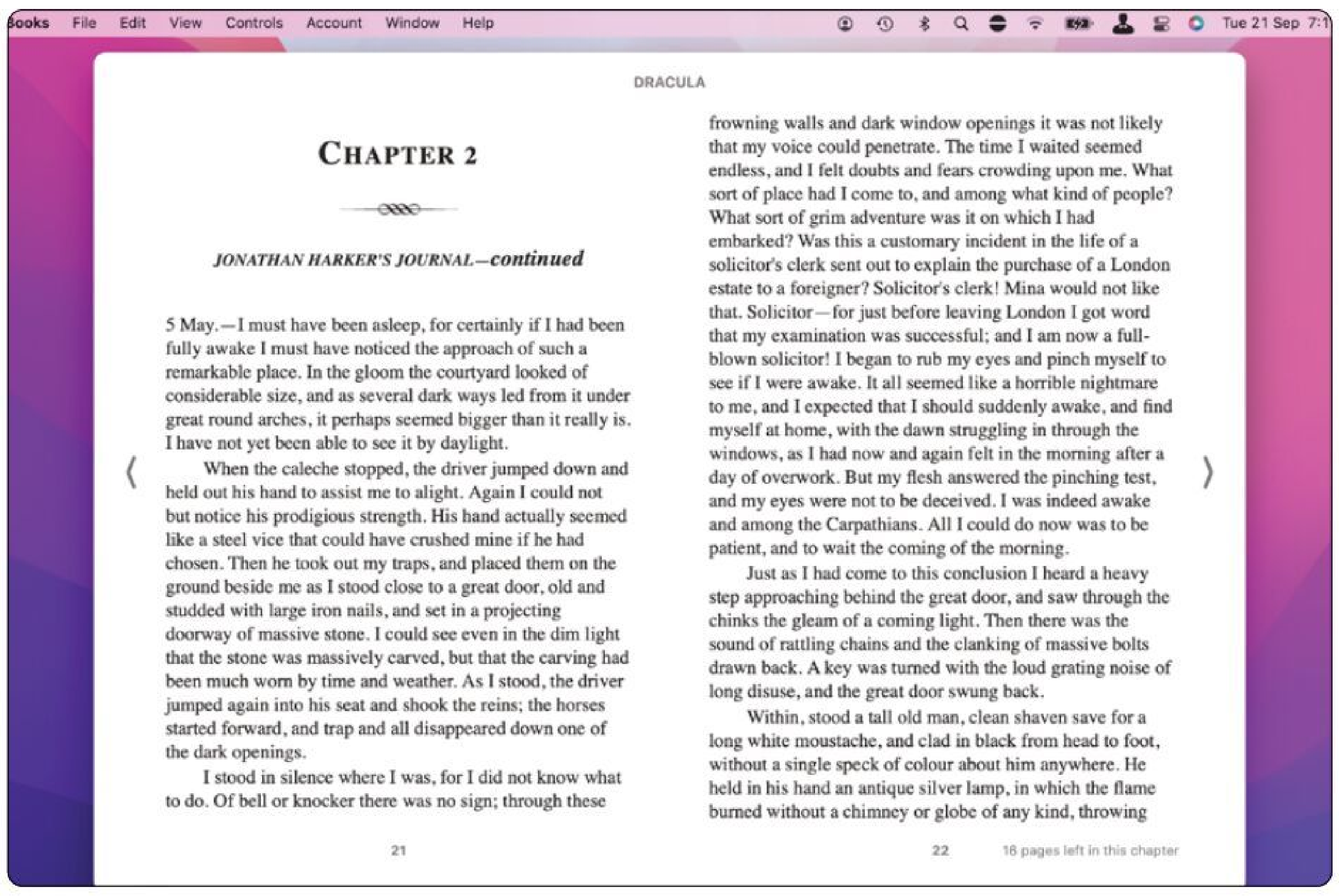

Books File Edit View Controls Account Window Help
Open Book
Open Recent
Close Window
Add to Collection
New Collection
New Collection From Selection
Import...
All
10 books, 2 series, 9 PDFs
Audiobook Store
Library
All
Want to Read
Finished
Books
Audiobooks
PDFs
My Samples
My Collections
My Books
New Collection


Favourites
Dropbox (Personal)
Dropbox (Team BDM)
Setapp
Recents
Applications
Desktop
Documents
Downloads
iCloud
iCloud Drive
Shared
Locations
Digital Media
Kingston 8GB
Gerrman
Millie
shorthistory.pdf
Zzapeditors.pdf
shorthistory.pdf
PDF document - 7.2 MB
Information
Created
Saturday, 25 February 2012 at 11:31 pm
Cancel
Import

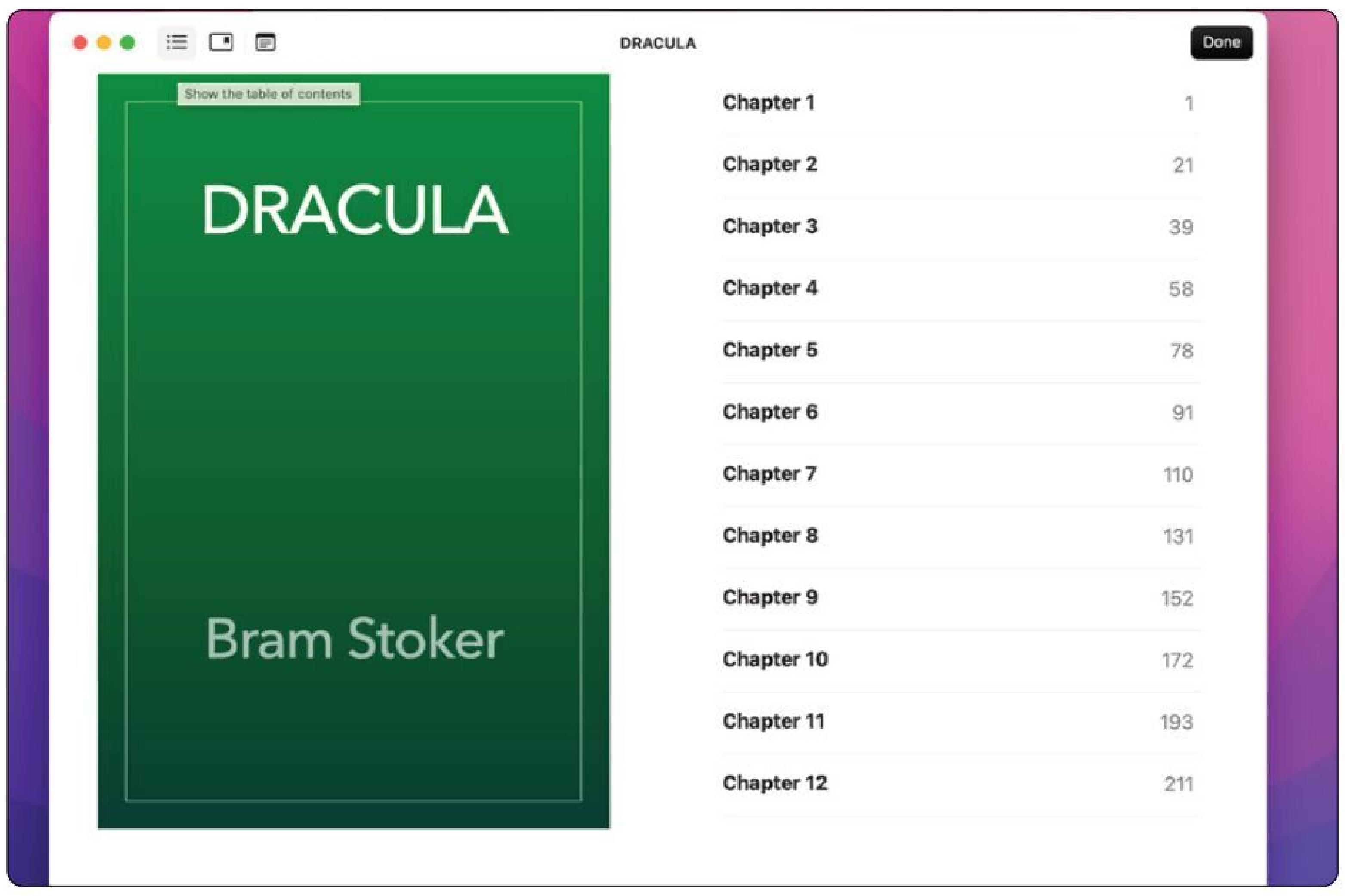
In the Books app's File menu, select the Import option at the bottom. In the window that pops up, navigate to the PDF file on your Mac, and click on it.

Now click the Import button in the bottom right corner of this window. The PDF is imported into your Books app, and can be opened and read from your Library.

# Viewing Titles in Books

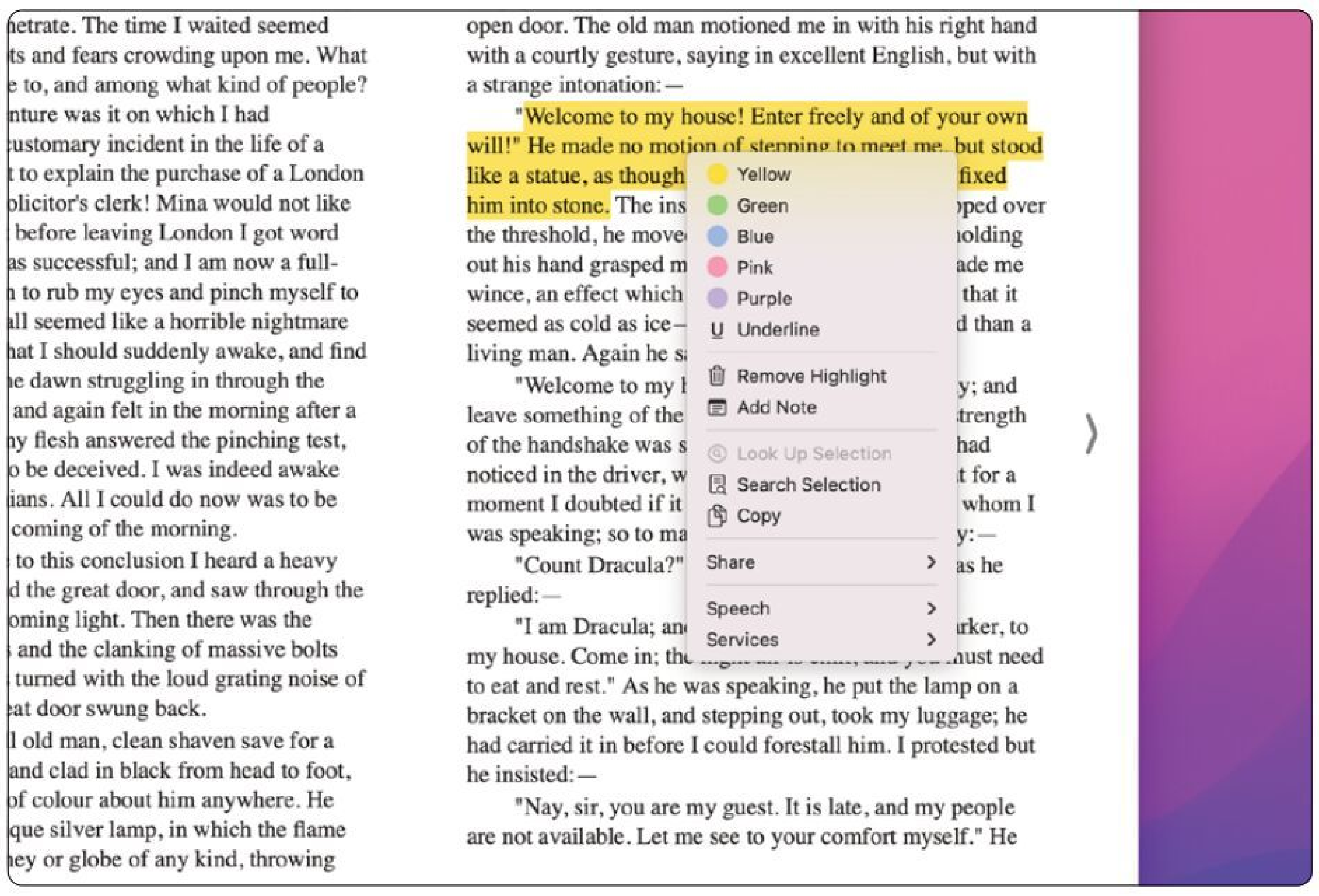

Books File Edit View Controls Account Window Help
Tue 21 Sep
DRACULA
CHAPTER 2
JONATHAN HARKER'S JOURNAL—continued
21
22
16 pages left in this chapter

**1** To open a book, go to your Library and click on it. It automatically opens at the start of the book or at the last page you read to, if you've already started it. The control icons are revealed by dragging the pointer over the book.

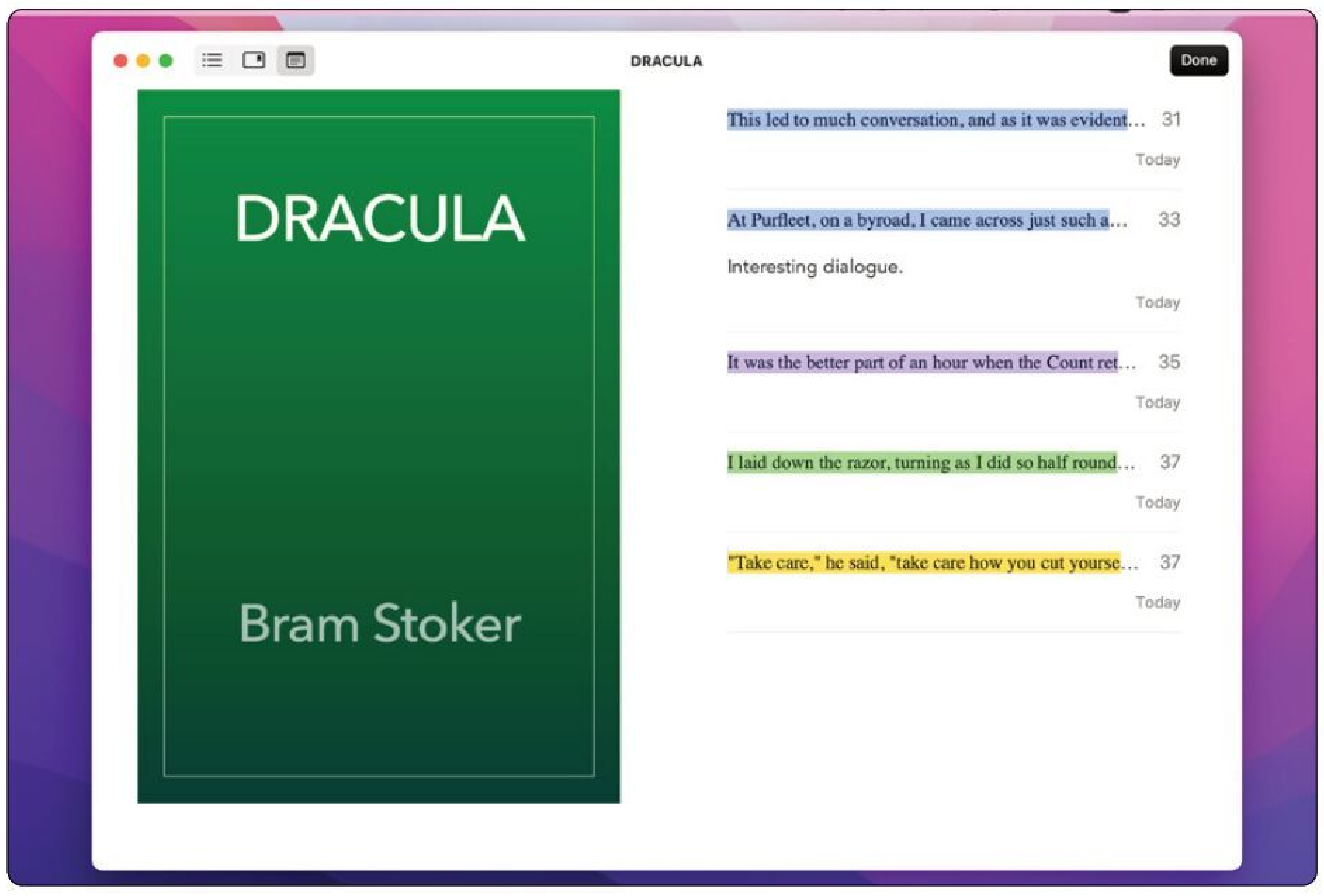

DRACULA
Done
Show the table of contents
DRACULA
Bram Stoker

| | |
|---|---|
| Chapter 1 | 1 |
| Chapter 2 | 21 |
| Chapter 3 | 39 |
| Chapter 4 | 58 |
| Chapter 5 | 78 |
| Chapter 6 | 91 |
| Chapter 7 | 110 |
| Chapter 8 | 131 |
| Chapter 9 | 152 |
| Chapter 10 | 172 |
| Chapter 11 | 193 |
| Chapter 12 | 211 |

**2** Navigate the pages by clicking the right or left chevron to turn the page, or using the slider at the bottom of the screen. Skip back to the table of contents using the first icon in the top left. Return to reading by clicking Done (top right).


Yellow
Green
Blue
Pink
Purple
Underline
Remove Highlight
Add Note
Look Up Selection
Search Selection
Copy
Share
Speech
Services

**3** Click and drag your pointer over a portion of text to select it, then right-click on the selected text. This brings up an options window where you can add a note, highlight the text, remove a highlight, copy or share it and more.


DRACULA
Done
DRACULA
Bram Stoker

This led to much conversation, and as it was evident... 31
Today

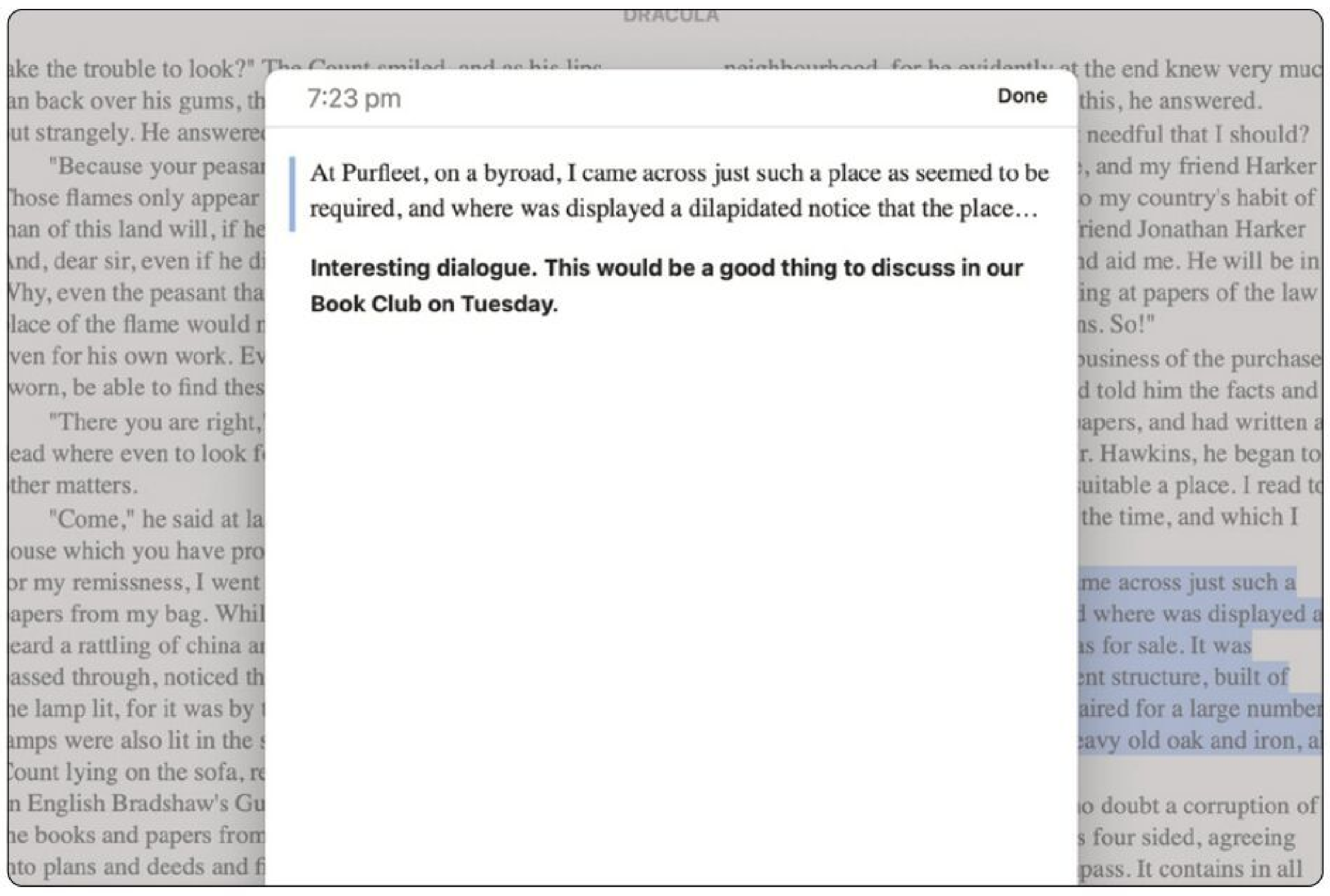
At Purfleet, on a byroad, I came across just such a... 33
Interesting dialogue.
Today

It was the better part of an hour when the Count ret... 35
Today

I laid down the razor, turning as I did so half round... 37
Today

"Take care," he said, "take care how you cut yourse... 37
Today

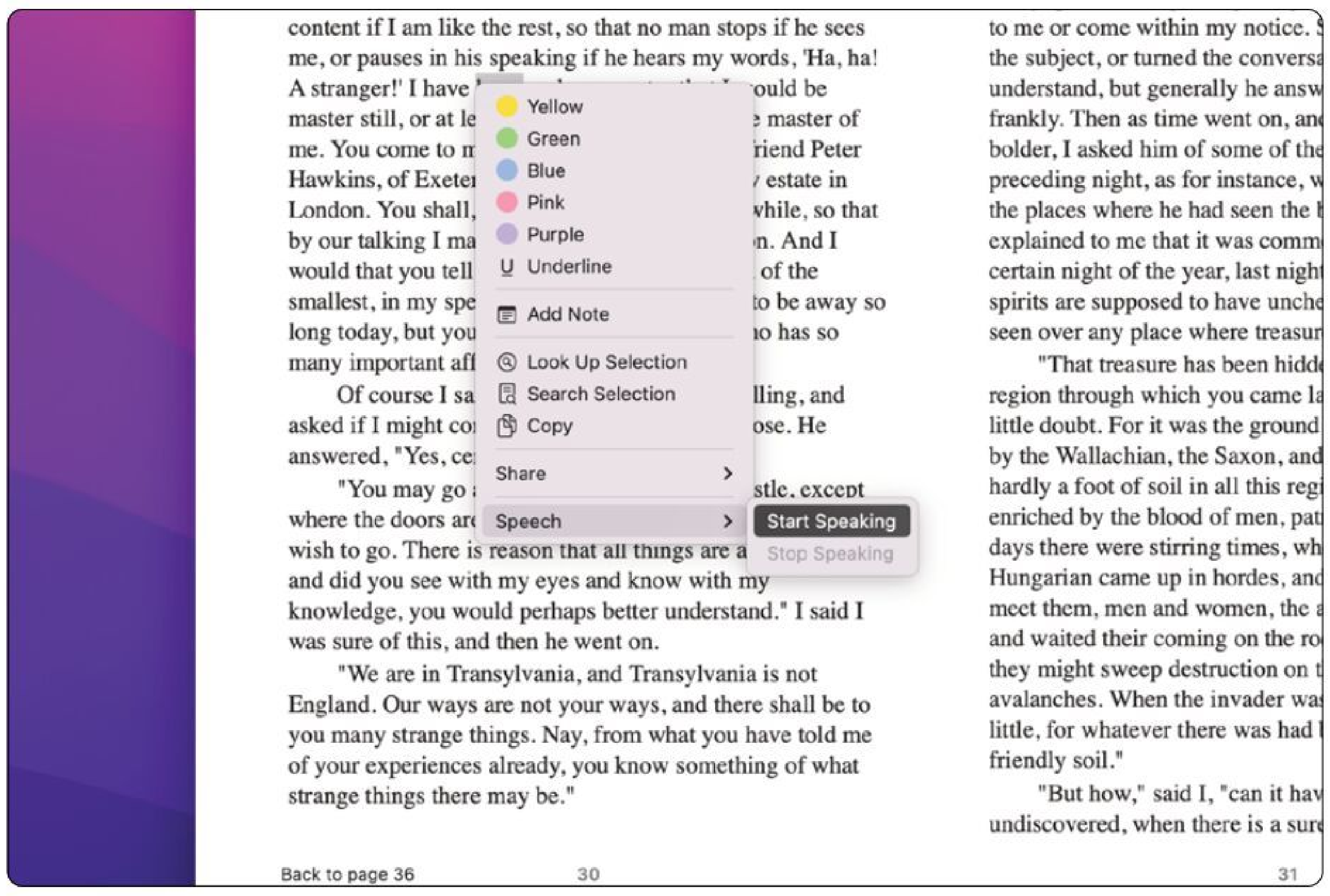
**4** To view your notes and highlights, click on the third icon in the top-left of the toolbar. Your notes and highlights are shown on the left. Click on one of these notes or highlights to be taken directly to that place in the book.


DRACULA
7:23 pm
Done

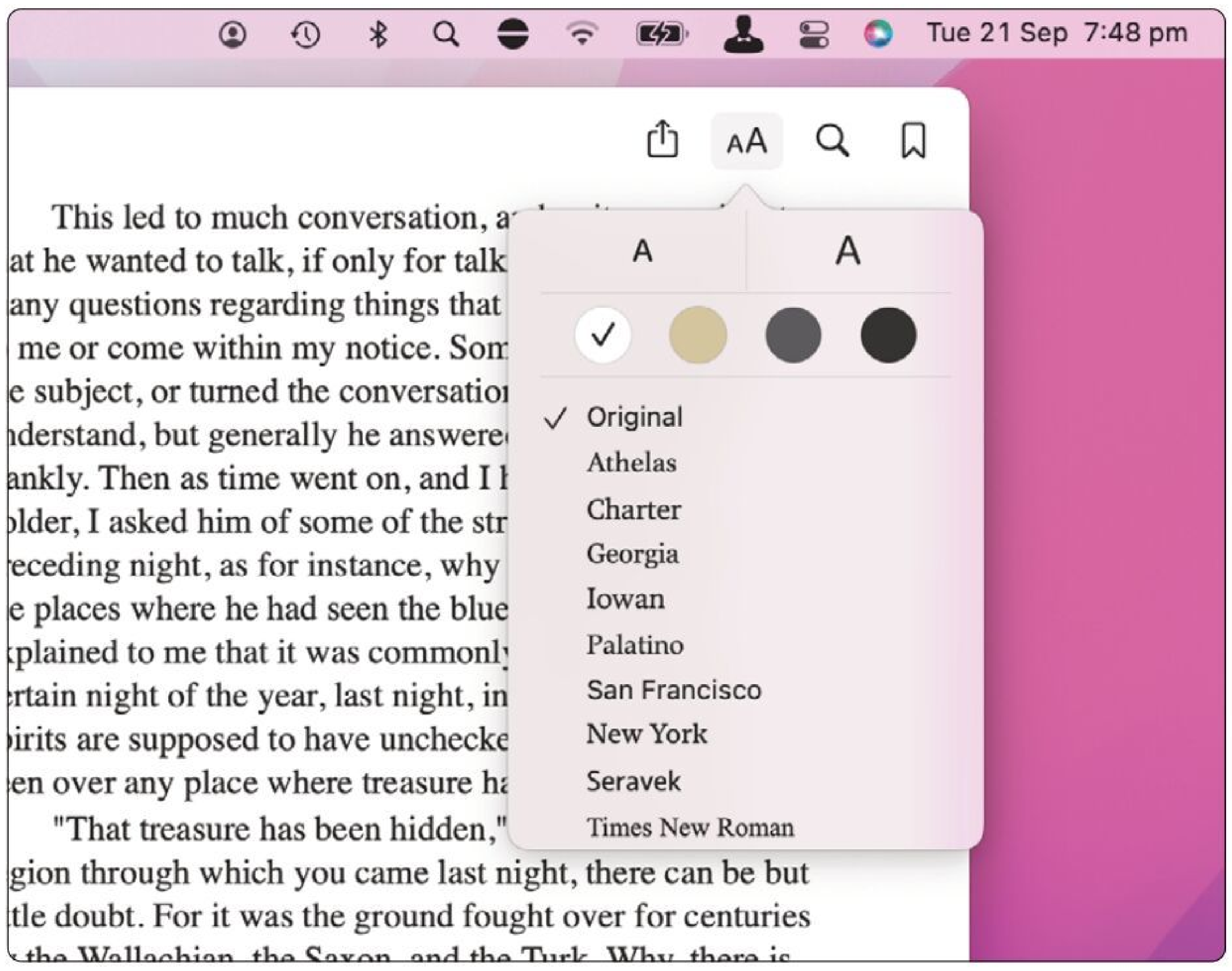
At Purfleet, on a byroad, I came across just such a place as seemed to be required, and where was displayed a dilapidated notice that the place…

Interesting dialogue. This would be a good thing to discuss in our Book Club on Tuesday.

**5** When looking at a note added to your book, there's a coloured square in the margin next to the highlighted text. Click on it to open a pop-up page showing a snippet of the text and the entire note, which you can add to here if you wish.

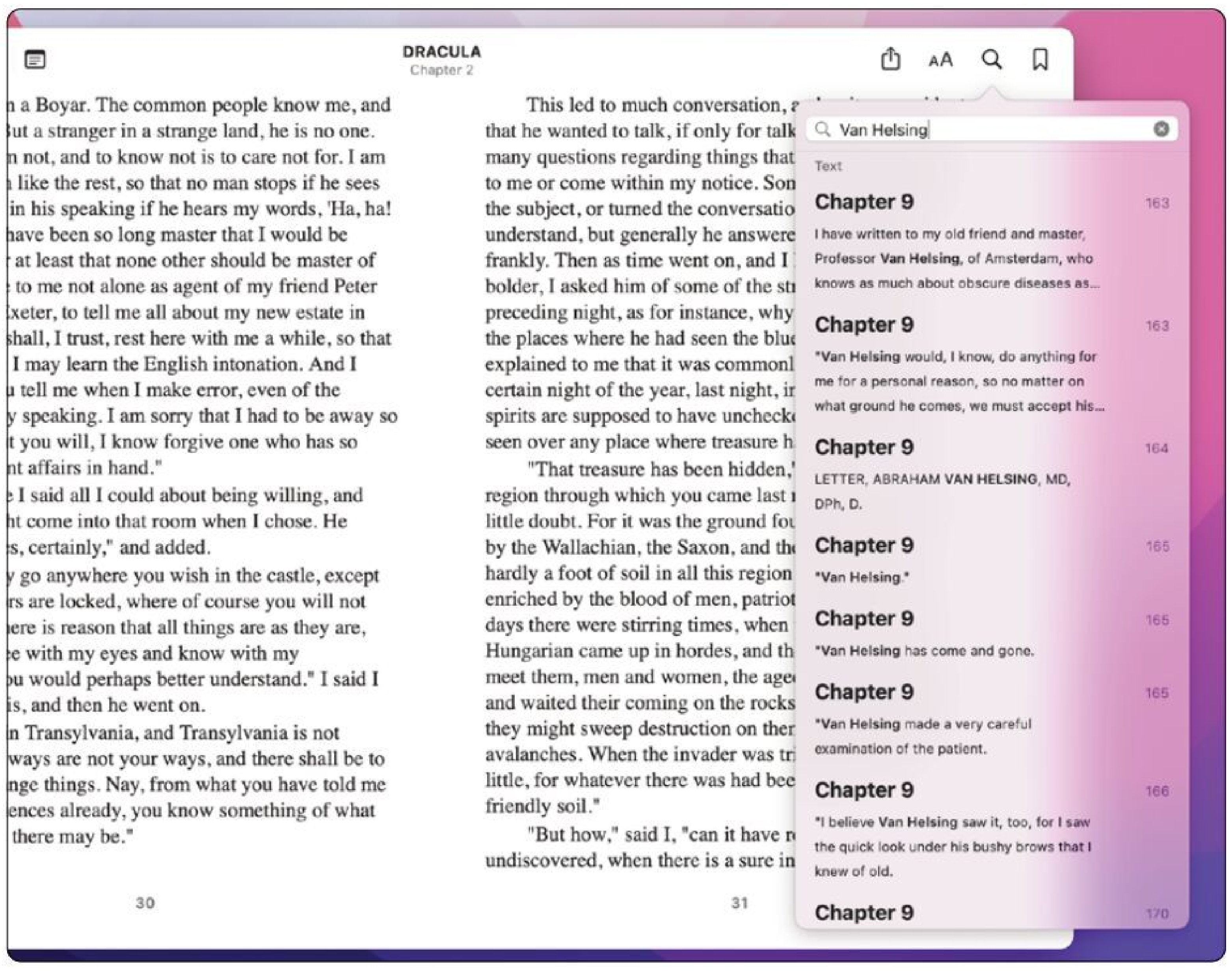

Yellow
Green
Blue
Pink
Purple
Underline
Add Note
Look Up Selection
Search Selection
Copy
Share
Speech
Start Speaking
Stop Speaking
Back to page 36
30
31

**6** Right/Ctrl click anywhere on the page and you can use the pop-up menu to have the text spoken to you via the Mac's own speech software. Simply select Speech > Start Speaking, then Speech > Stop Speaking to stop again.



This led to much conversation, a
at he wanted to talk, if only for talk
any questions regarding things that
me or come within my notice. Som
e subject, or turned the conversatio
nderstand, but generally he answere
ankly. Then as time went on, and I
older, I asked him of some of the str
eceding night, as for instance, why
e places where he had seen the blue
xplained to me that it was commonl
rtain night of the year, last night, in
irits are supposed to have unchecke
en over any place where treasure ha
"That treasure has been hidden,"
gion through which you came last night, there can be but
tle doubt. For it was the ground fought over for centuries

**7** Click on the 'aA' icon (top right) for a window that lets you increase or decrease the font size (the small and large 'A' at the top), change the background colour to beige, grey or black and change the font to one of the others available.



n a Boyar. The common people know me, and
ut a stranger in a strange land, he is no one.
n not, and to know not is to care not for. I am
like the rest, so that no man stops if he sees
in his speaking if he hears my words, 'Ha, ha!
have been so long master that I would be
at least that none other should be master of
to me not alone as agent of my friend Peter
xeter, to tell me all about my new estate in
hall, I trust, rest here with me a while, so that
I may learn the English intonation. And I
tell me when I make error, even of the
y speaking. I am sorry that I had to be away so
t you will, I know forgive one who has so
nt affairs in hand."
I said all I could about being willing, and
ht come into that room when I chose. He
s, certainly," and added.
y go anywhere you wish in the castle, except
rs are locked, where of course you will not
ere is reason that all things are as they are,
e with my eyes and know with my
u would perhaps better understand." I said I
is, and then he went on.
n Transylvania, and Transylvania is not
ways are not your ways, and there shall be to
nge things. Nay, from what you have told me
ences already, you know something of what
there may be."

This led to much conversation, a
that he wanted to talk, if only for talk
many questions regarding things that
to me or come within my notice. Son
the subject, or turned the conversatio
understand, but generally he answere
frankly. Then as time went on, and I
bolder, I asked him of some of the str
preceding night, as for instance, why
the places where he had seen the blue
explained to me that it was commonl
certain night of the year, last night, ir
spirits are supposed to have unchecke
seen over any place where treasure h
"That treasure has been hidden,"
region through which you came last r
little doubt. For it was the ground fou
by the Wallachian, the Saxon, and the
hardly a foot of soil in all this region
enriched by the blood of men, patriot
days there were stirring times, when
Hungarian came up in hordes, and th
meet them, men and women, the age
and waited their coming on the rocks
they might sweep destruction on ther
avalanches. When the invader was tr
little, for whatever there was had bee
friendly soil."
"But how," said I, "can it have r
undiscovered, when there is a sure in

Van Helsing

Text

**Chapter 9** 163
I have written to my old friend and master, Professor **Van Helsing**, of Amsterdam, who knows as much about obscure diseases as...

**Chapter 9** 163
"**Van Helsing** would, I know, do anything for me for a personal reason, so no matter on what ground he comes, we must accept his...

**Chapter 9** 164
LETTER, ABRAHAM **VAN HELSING**, MD, DPh, D.

**Chapter 9** 165
"**Van Helsing**."

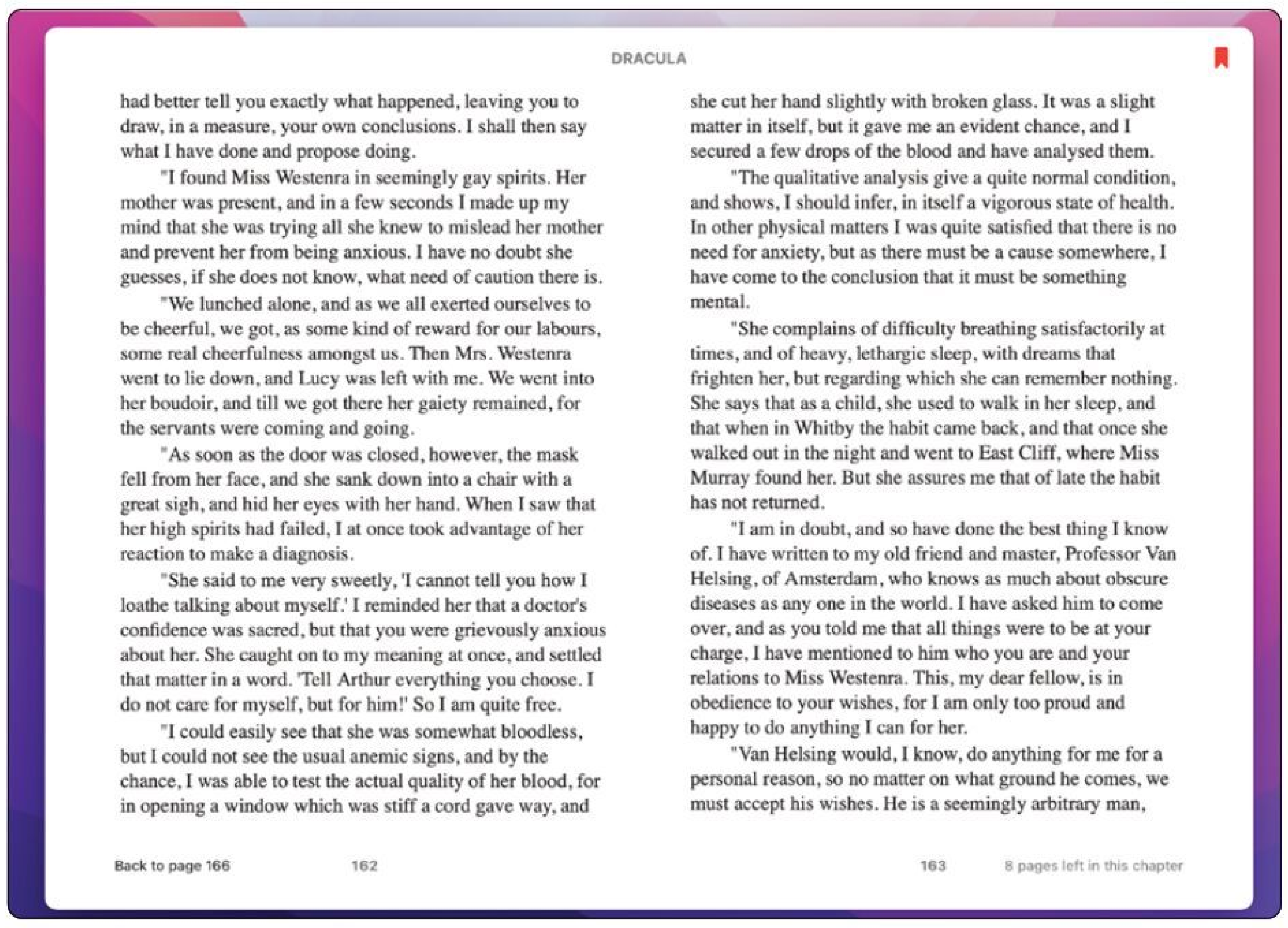
**Chapter 9** 165
"**Van Helsing** has come and gone.

**Chapter 9** 165
"**Van Helsing** made a very careful examination of the patient.

**Chapter 9** 166
"I believe **Van Helsing** saw it, too, for I saw the quick look under his bushy brows that I knew of old.

**Chapter 9** 170

**8** Also in the top-right is the Search option (the magnifying glass icon). Click it and type a word or phrase, and all occurrences of that search term in the book are listed. Click on one to go to that page; the search term is highlighted.



had better tell you exactly what happened, leaving you to draw, in a measure, your own conclusions. I shall then say what I have done and propose doing.

"I found Miss Westenra in seemingly gay spirits. Her mother was present, and in a few seconds I made up my mind that she was trying all she knew to mislead her mother and prevent her from being anxious. I have no doubt she guesses, if she does not know, what need of caution there is.

"We lunched alone, and as we all exerted ourselves to be cheerful, we got, as some kind of reward for our labours, some real cheerfulness amongst us. Then Mrs. Westenra went to lie down, and Lucy was left with me. We went into her boudoir, and till we got there her gaiety remained, for the servants were coming and going.

"As soon as the door was closed, however, the mask fell from her face, and she sank down into a chair with a great sigh, and hid her eyes with her hand. When I saw that her high spirits had failed, I at once took advantage of her reaction to make a diagnosis.

"She said to me very sweetly, 'I cannot tell you how I loathe talking about myself.' I reminded her that a doctor's confidence was sacred, but that you were grievously anxious about her. She caught on to my meaning at once, and settled that matter in a word. 'Tell Arthur everything you choose. I do not care for myself, but for him!' So I am quite free.

"I could easily see that she was somewhat bloodless, but I could not see the usual anemic signs, and by the chance, I was able to test the actual quality of her blood, for in opening a window which was stiff a cord gave way, and she cut her hand slightly with broken glass. It was a slight matter in itself, but it gave me an evident chance, and I secured a few drops of the blood and have analysed them.

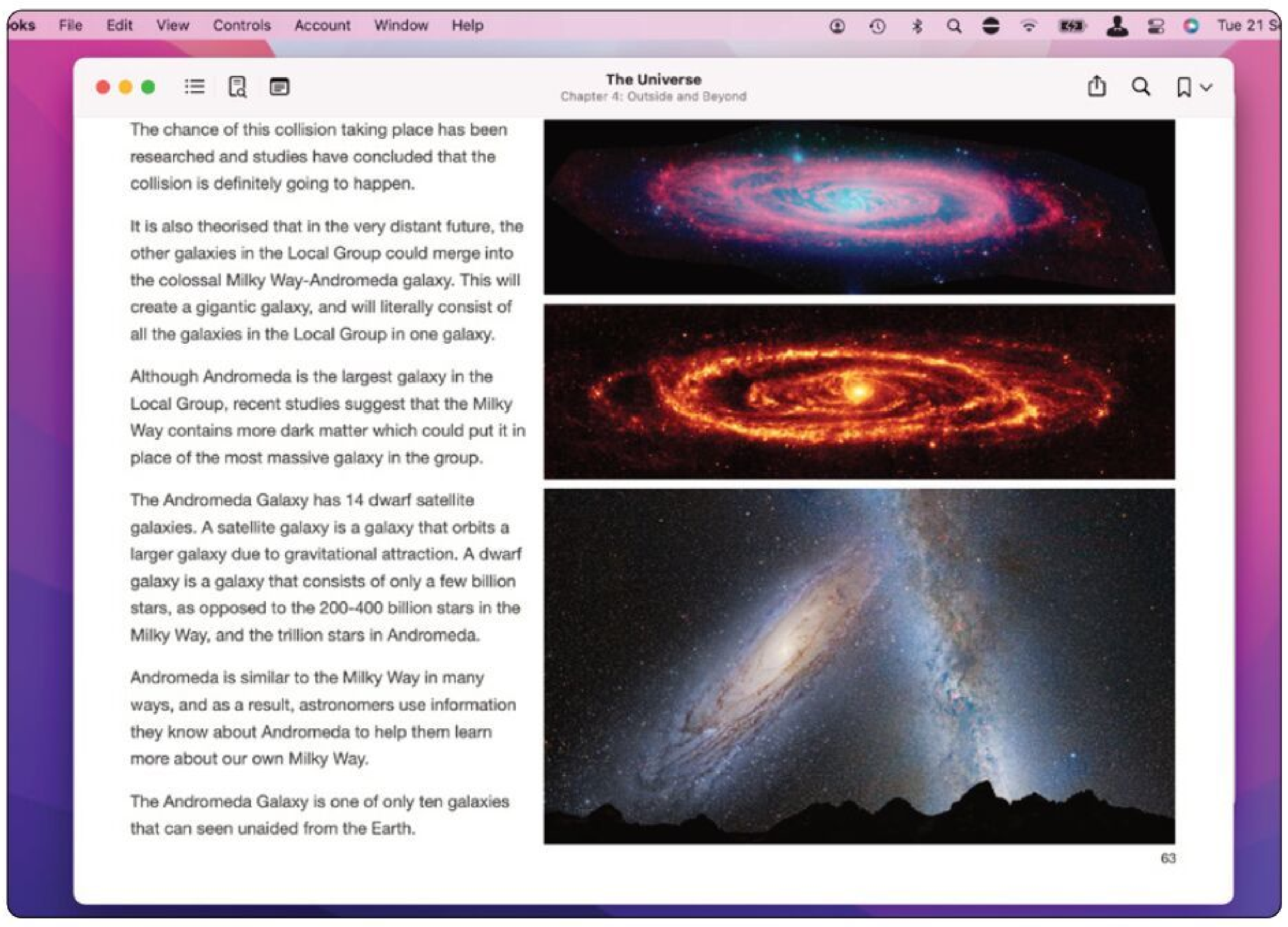
"The qualitative analysis give a quite normal condition, and shows, I should infer, in itself a vigorous state of health. In other physical matters I was quite satisfied that there is no need for anxiety, but as there must be a cause somewhere, I have come to the conclusion that it must be something mental.

"She complains of difficulty breathing satisfactorily at times, and of heavy, lethargic sleep, with dreams that frighten her, but regarding which she can remember nothing. She says that as a child, she used to walk in her sleep, and that when in Whitby the habit came back, and that once she walked out in the night and went to East Cliff, where Miss Murray found her. But she assures me that of late the habit has not returned.

"I am in doubt, and so have done the best thing I know of. I have written to my old friend and master, Professor Van Helsing, of Amsterdam, who knows as much about obscure diseases as any one in the world. I have asked him to come over, and as you told me that all things were to be at your charge, I have mentioned to him who you are and your relations to Miss Westenra. This, my dear fellow, is in obedience to your wishes, for I am only too proud and happy to do anything I can for her.

"Van Helsing would, I know, do anything for me for a personal reason, so no matter on what ground he comes, we must accept his wishes. He is a seemingly arbitrary man,

**9** The final top-right icon is Bookmark (the ribbon). Click it to place a bookmark on the current page. To see your bookmarks, click on the middle icon in the top-left to see them listed (you can have more than one). Click on one to go there.



The chance of this collision taking place has been researched and studies have concluded that the collision is definitely going to happen.

It is also theorised that in the very distant future, the other galaxies in the Local Group could merge into the colossal Milky Way-Andromeda galaxy. This will create a gigantic galaxy, and will literally consist of all the galaxies in the Local Group in one galaxy.

Although Andromeda is the largest galaxy in the Local Group, recent studies suggest that the Milky Way contains more dark matter which could put it in place of the most massive galaxy in the group.

The Andromeda Galaxy has 14 dwarf satellite galaxies. A satellite galaxy is a galaxy that orbits a larger galaxy due to gravitational attraction. A dwarf galaxy is a galaxy that consists of only a few billion stars, as opposed to the 200-400 billion stars in the Milky Way, and the trillion stars in Andromeda.

Andromeda is similar to the Milky Way in many ways, and as a result, astronomers use information they know about Andromeda to help them learn more about our own Milky Way.

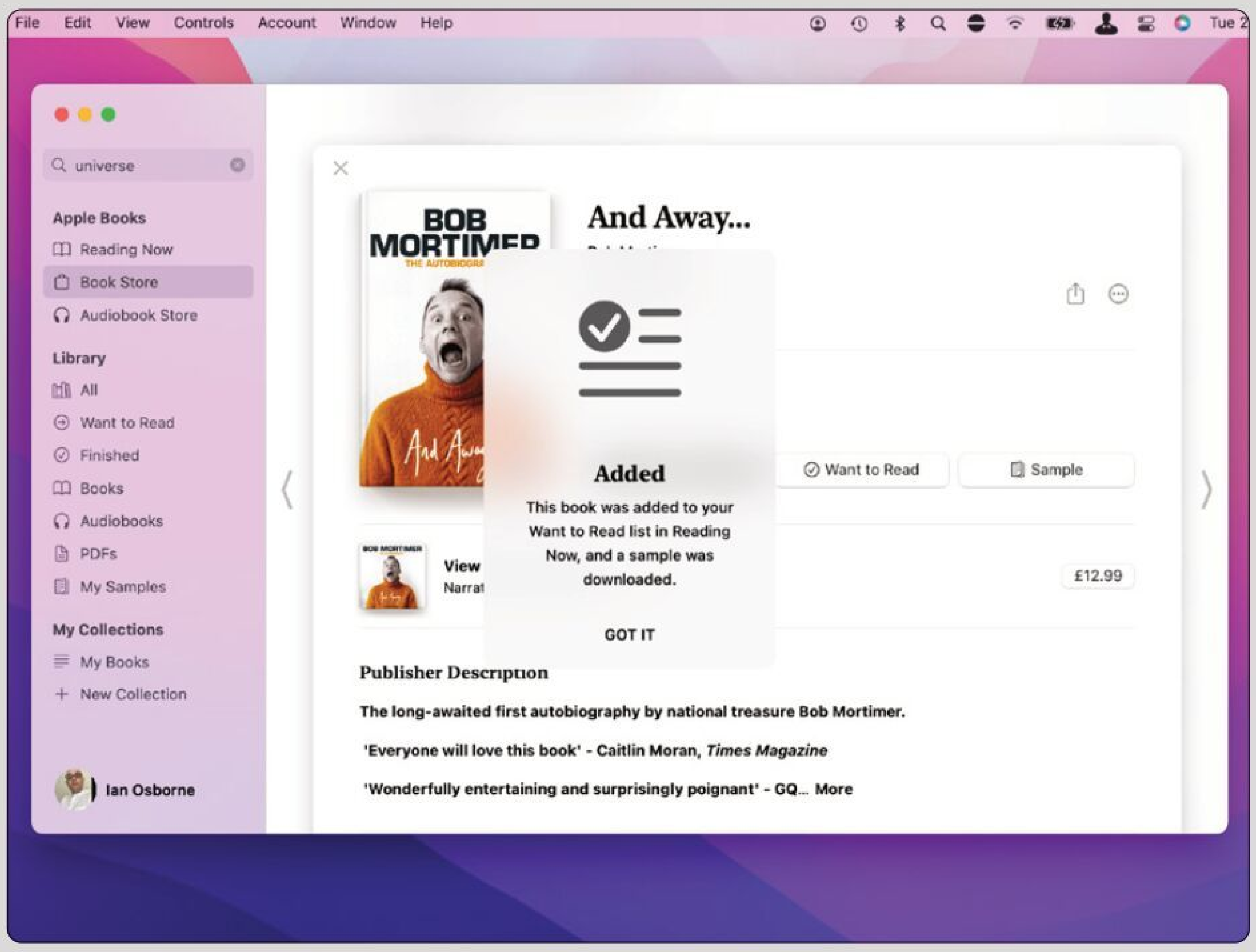
The Andromeda Galaxy is one of only ten galaxies that can seen unaided from the Earth.

**10** Some books have integrated content such as images and videos presented within their pages. These are viewed by following the specific instructions given by the book title in question, such as pressing the Play button on video clips.

## Sharing eBooks and Using the Books Wish List.

When you find a title in the Apple Books Store that you wish to share with a friend, or if you are a little short on funds and want to add the title to your Wish List to remind you at a later date, you can use the following features. When you are on a title's home page, click on the button marked 'Want to Read' to add it to your Want to Read list, accessed in the sidebar. To remove a book from Want to Read, click the three-dots icon to its right and select Remove from Want to Read.

Also on the book's home page is the Share icon, the square with the up-pointing arrow. Click on this and you can add a note or a reminder about the book, or use the Mail or Messages app to send an email or a message to your friends and family to recommend it, or not.



**Added**

This book was added to your Want to Read list in Reading Now, and a sample was downloaded.

**Publisher Description**

The long-awaited first autobiography by national treasure Bob Mortimer.

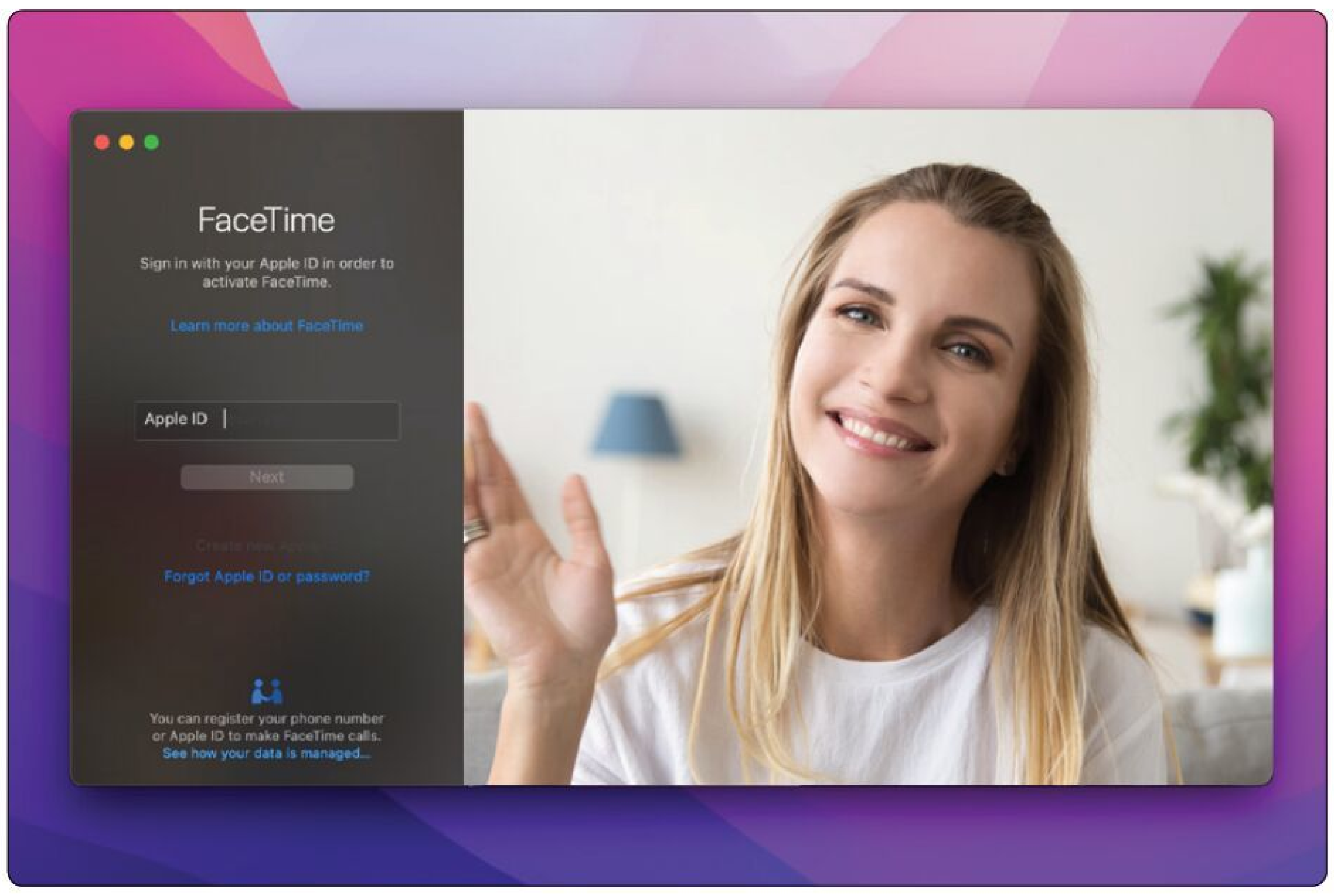
'Everyone will love this book' - Caitlin Moran, *Times Magazine*

'Wonderfully entertaining and surprisingly poignant' - GQ... More

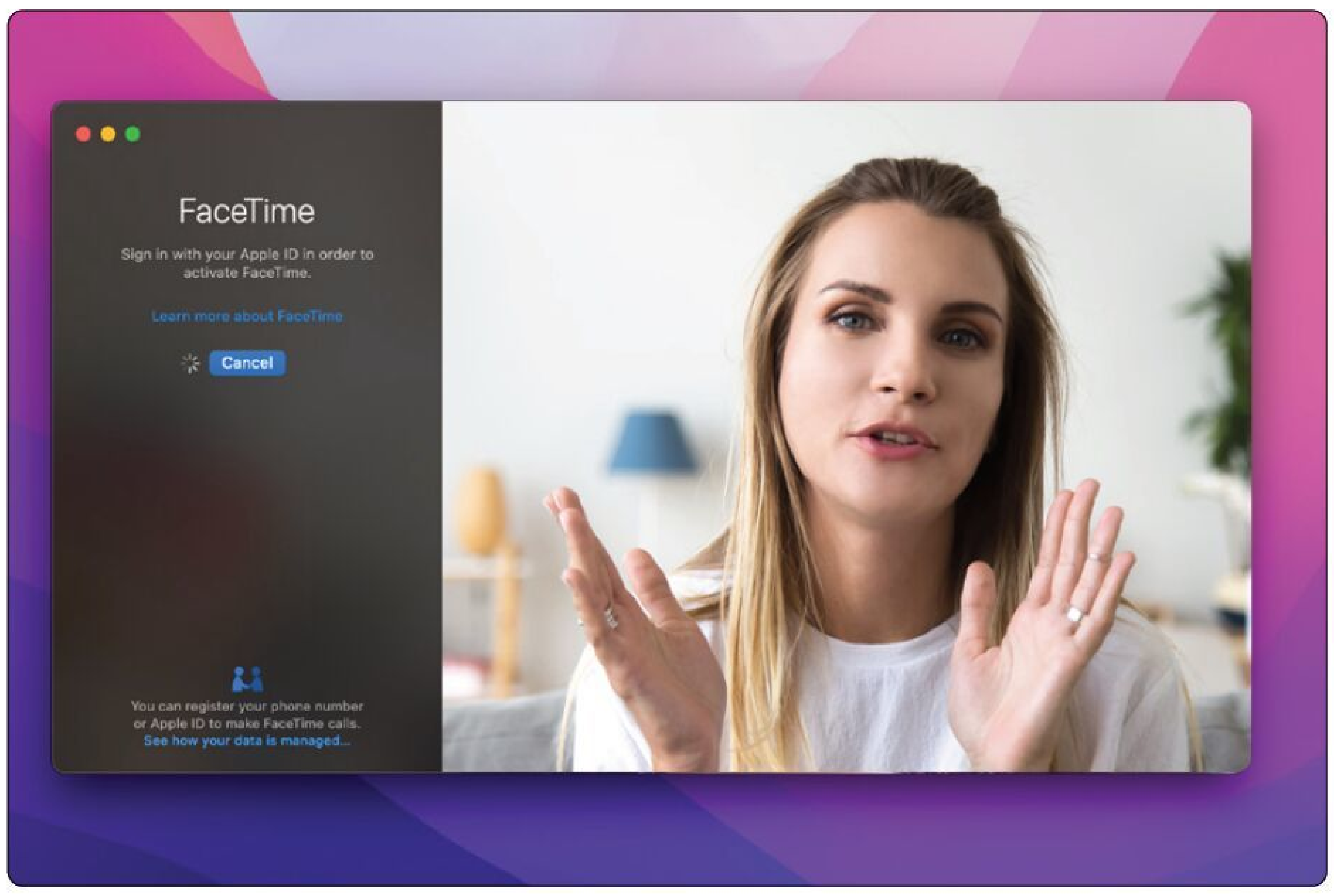
# FaceTime
# Video & Audio Calls

Video chat has grown in popularity during the global pandemic, and Apple's own FaceTime video chat app has grown with Monterey. It's now even more powerful and feature-packed, and you can even take (but not initiate), FaceTime calls on Android and Windows devices. Let's take a look at it.

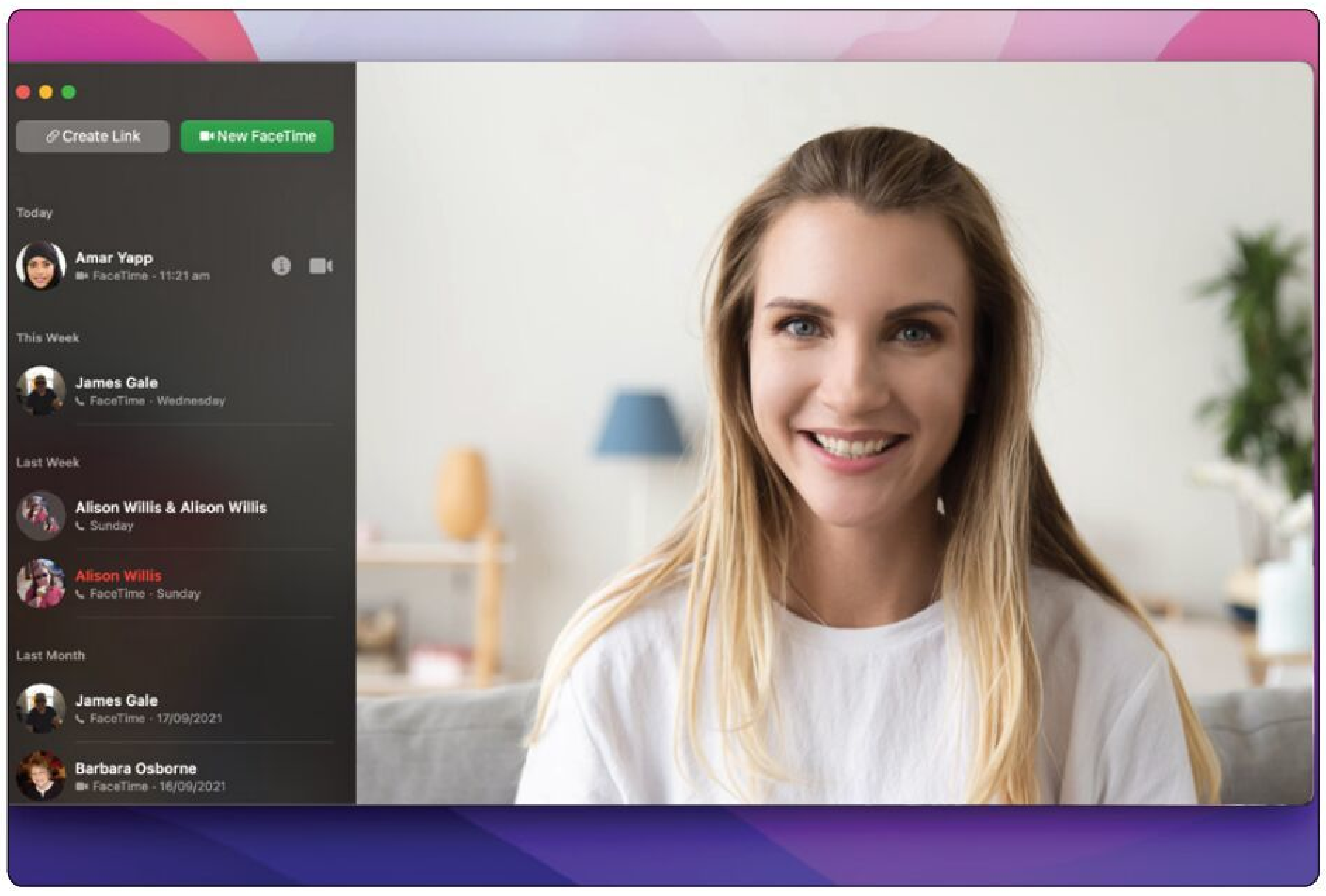
## Using FaceTime


FaceTime
Sign in with your Apple ID in order to activate FaceTime.
Learn more about FaceTime
Apple ID
Next
Forgot Apple ID or password?
You can register your phone number or Apple ID to make FaceTime calls.
See how your data is managed...

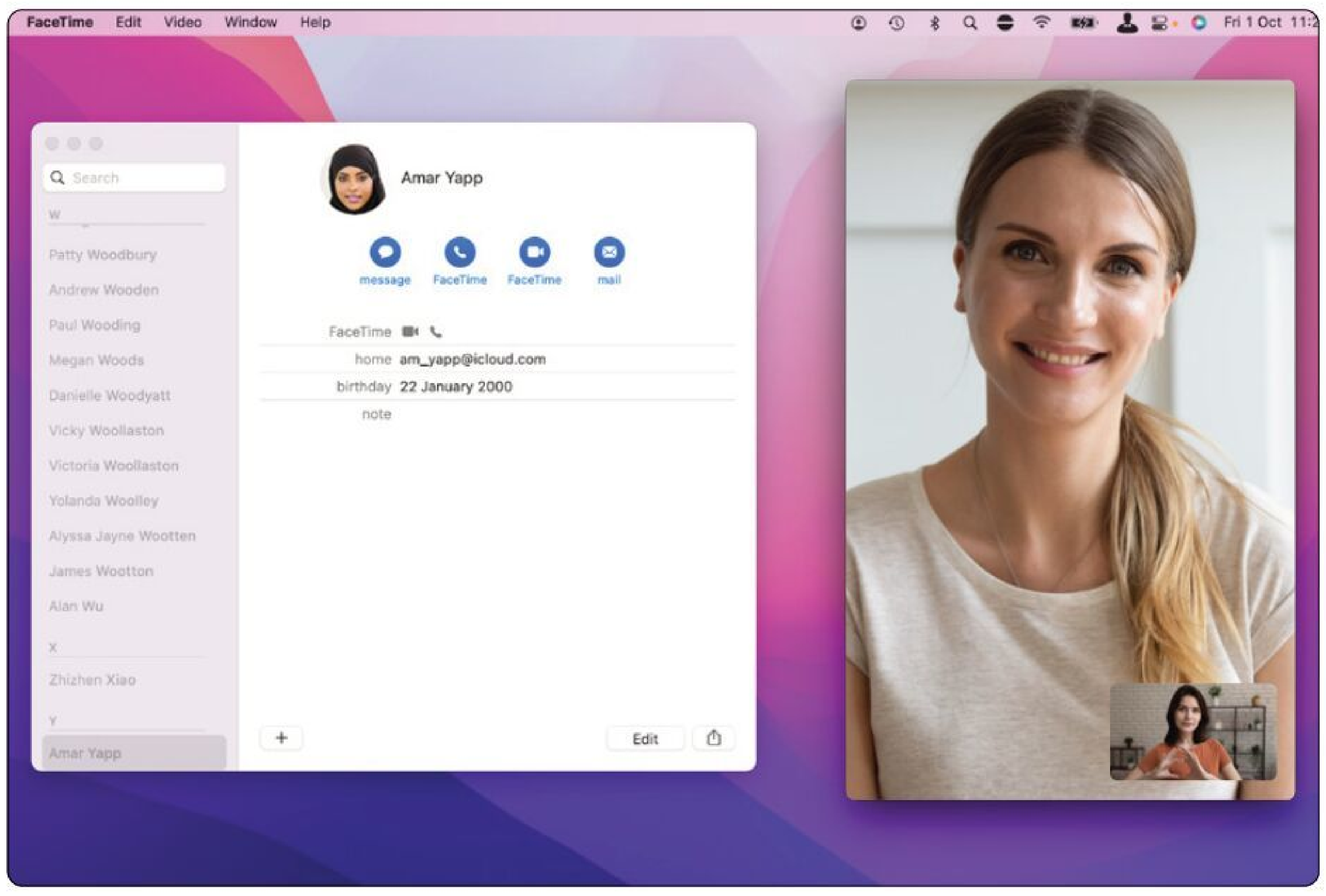
**1** Click on the FaceTime app to launch the program. It should start straight away, and you'll see your own face on the screen, as well as a panel inviting you to log in with your Apple ID. Type in your Apple ID password and click OK.


FaceTime
Sign in with your Apple ID in order to activate FaceTime.
Learn more about FaceTime
Cancel
You can register your phone number or Apple ID to make FaceTime calls.
See how your data is managed...

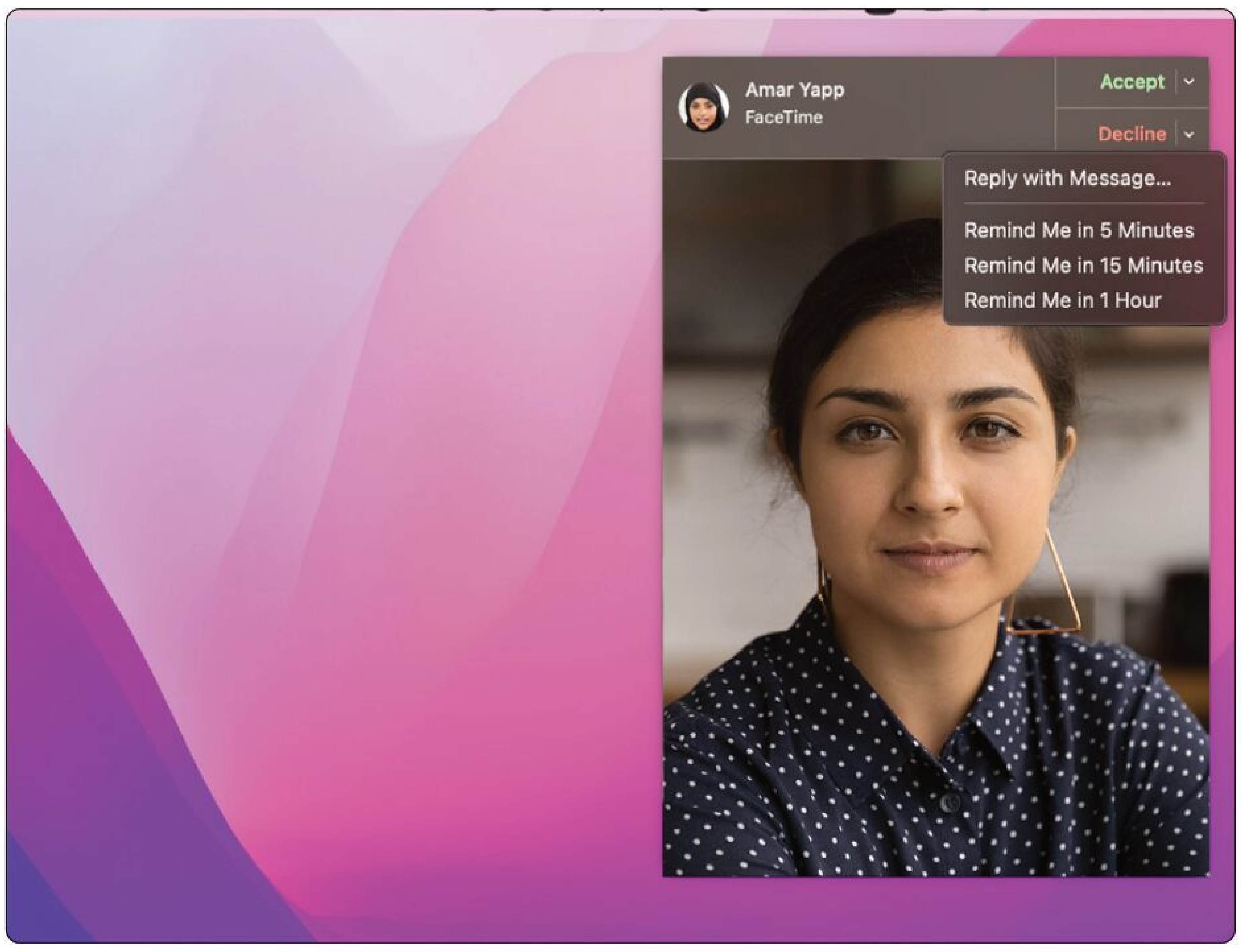
**2** Next you'll need to log on with your Apple ID. People can use your Apple ID email to call you through the FaceTime app. There might be a brief pause while FaceTime verifies your details and logs you on.


Create Link
New FaceTime
Today
Amar Yapp
FaceTime · 11:21 am
This Week
James Gale
FaceTime · Wednesday
Last Week
Alison Willis & Alison Willis
Sunday
Alison Willis
FaceTime · Sunday
Last Month
James Gale
FaceTime · 17/09/2021
Barbara Osborne
FaceTime · 16/09/2021

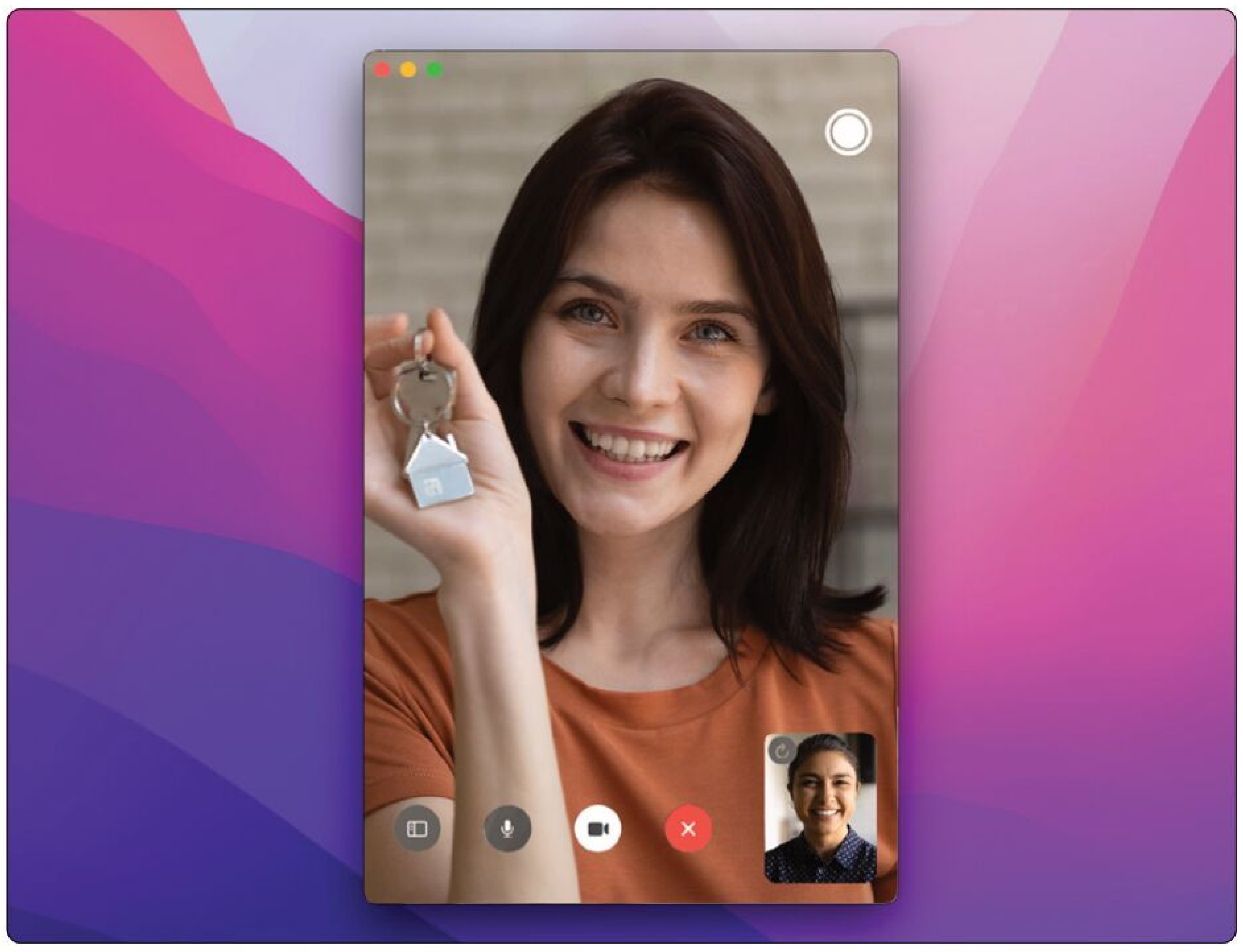
**3** Before you make a video call, it's a good idea to make sure they can see you properly. Using the camera view shown here, make sure there are no distracting bright lights behind you and your face is well lit. You don't need to light up like a movie studio, but turning on a desk light could help.


FaceTime
Edit
Video
Window
Help
Fri 1 Oct
Search
Amar Yapp
message
FaceTime
FaceTime
mail
FaceTime
home am_yapp@icloud.com
birthday 22 January 2000
note
Edit

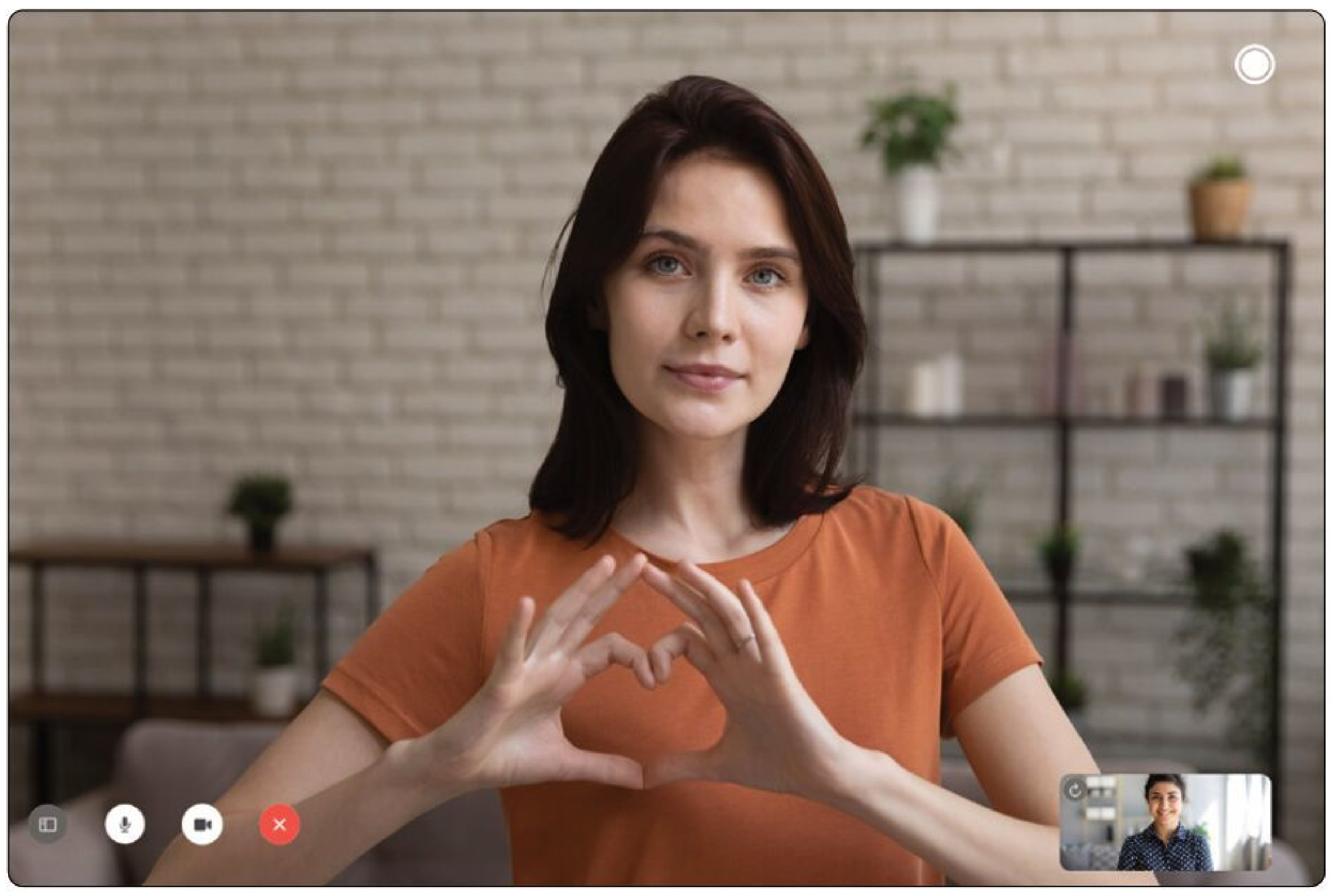
**4** To start, look up the person you want to call in your Contacts list, scroll down and you find the FaceTime call button. If the person in question isn't in your Contacts app, you can call them by typing their name, email address or phone number in the field provided and pressing Return.


Amar Yapp
FaceTime
Accept
Decline
Reply with Message...
Remind Me in 5 Minutes
Remind Me in 15 Minutes
Remind Me in 1 Hour

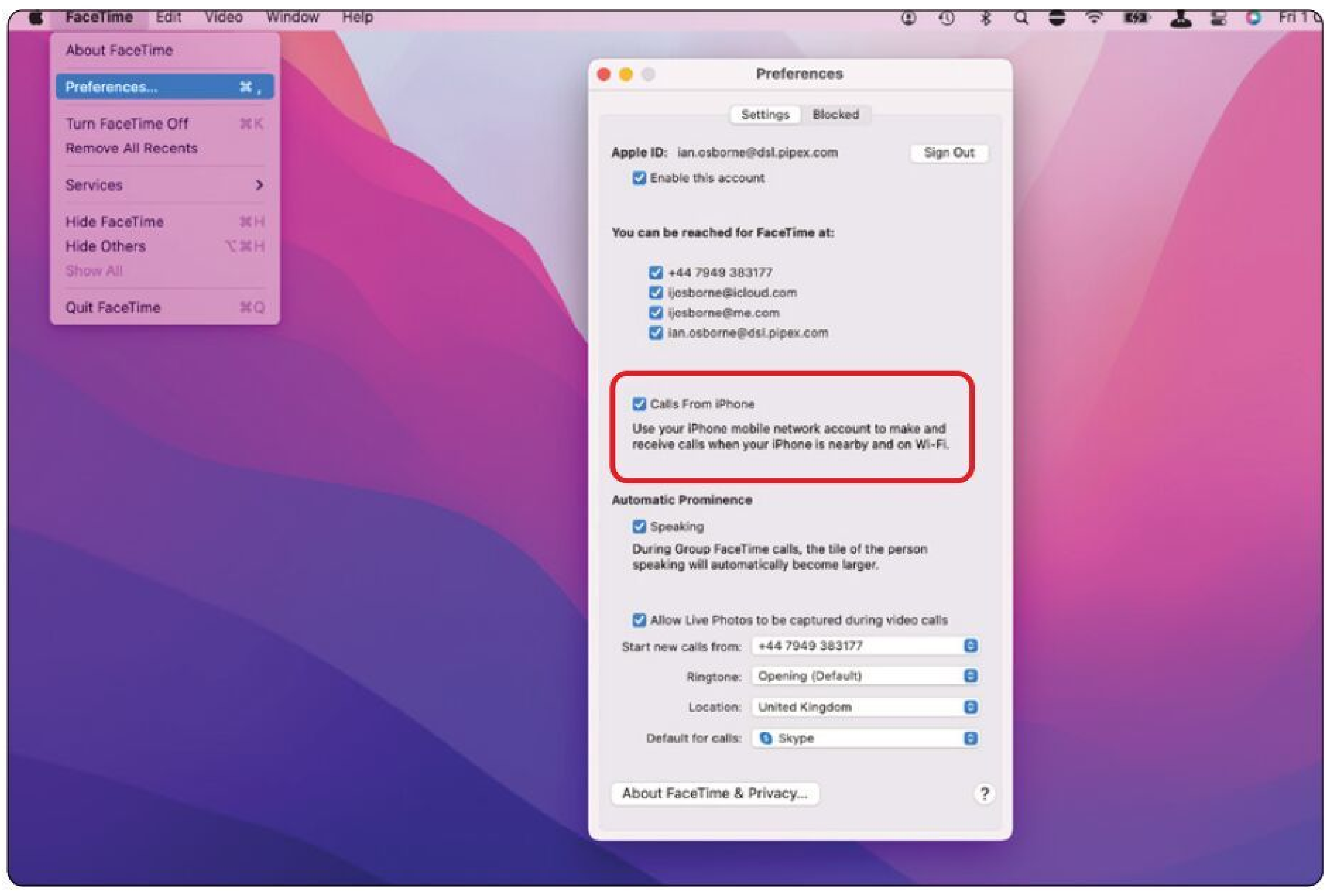
**5** Accepting a call in FaceTime is also extremely simple. When you receive a call, the app automatically opens and you're given several options. These are Accept or Decline the call, and under the chevron, Remind me in five minutes, 15 minutes or an hour, or Reply with Message. You also see your camera view in a small inset window.



**6** Whilst you're in the call you can mute the microphone by hovering your pointer over the picture and clicking the icon that appears at the bottom. Hover over the inset video feed of yourself and you can toggle between landscape and portrait modes. Take a Live Photo with the button at the bottom left. To end the call click on the red button.



**7** Hover over the FaceTime window and click the green gumdrop in the top left corner to go full-screen with your video chat. If the other person's chat is shown in portrait mode, it's because they're holding an iOS device in that orientation. Ask them to turn it to landscape mode for a bigger picture.


FaceTime
Edit
Video
Window
Help
About FaceTime
Preferences... ⌘ ,
Turn FaceTime Off ⌘K
Remove All Recents
Services >
Hide FaceTime ⌘H
Hide Others ⌥⌘H
Show All
Quit FaceTime ⌘Q
Preferences
Settings
Blocked
Sign Out
About FaceTime & Privacy...
?

Apple ID: ian.osborne@dsl.pipex.com
☑ Enable this account

You can be reached for FaceTime at:
☑ +44 7949 383177
☑ ijosborne@icloud.com
☑ ijosborne@me.com
☑ ian.osborne@dsl.pipex.com

☑ Calls From iPhone
Use your iPhone mobile network account to make and receive calls when your iPhone is nearby and on Wi-Fi.

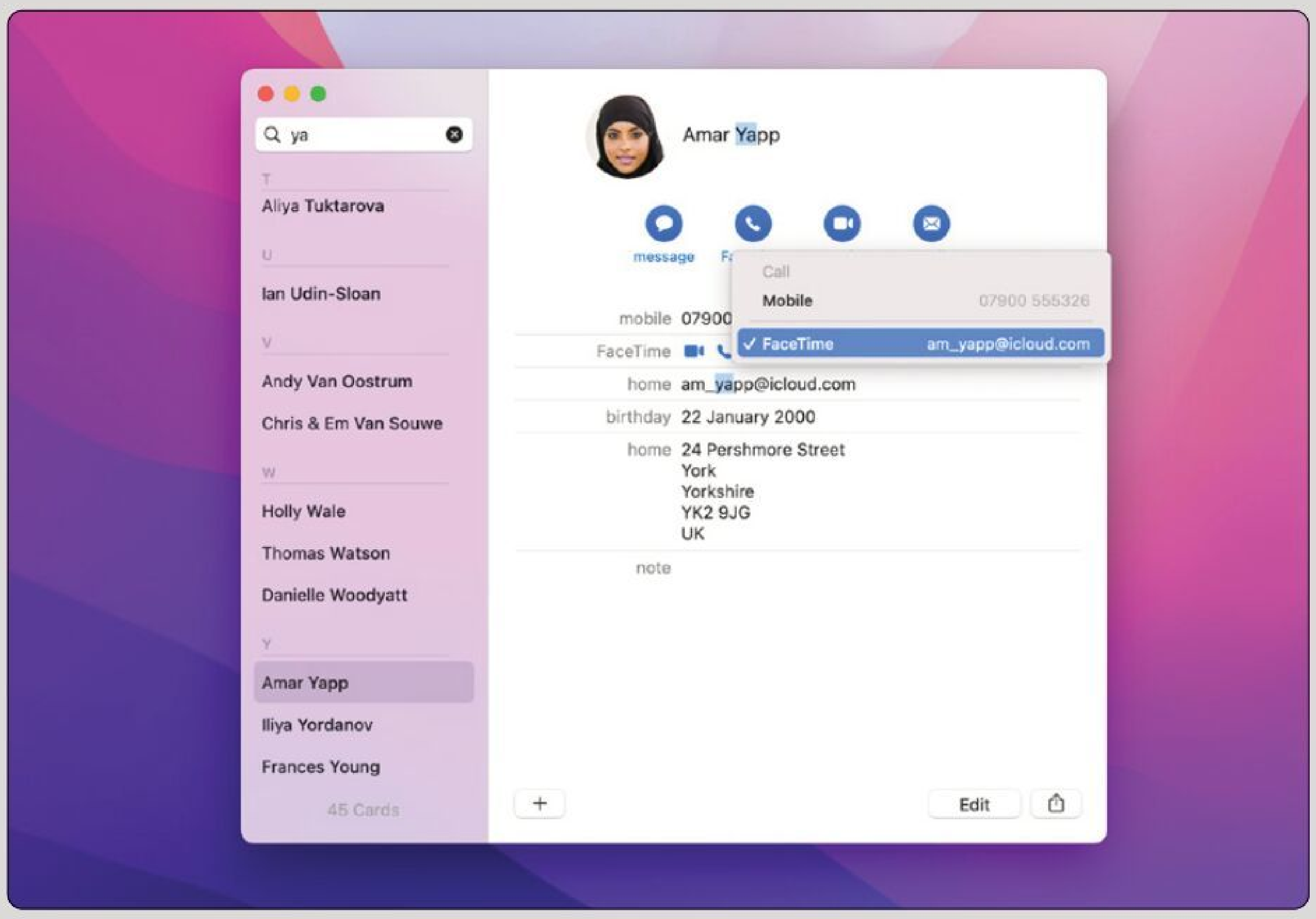
Automatic Prominence
☑ Speaking
During Group FaceTime calls, the tile of the person speaking will automatically become larger.

☑ Allow Live Photos to be captured during video calls
Start new calls from: +44 7949 383177
Ringtone: Opening (Default)
Location: United Kingdom
Default for calls: Skype

**8** You can use FaceTime to make and receive regular phone calls on your Mac, as long as it's signed into the same Apple ID as your iPhone, and your phone is nearby and on Wi-Fi. Click the FaceTime menu and select Preferences. In the window that appears, check the box marked Calls From iPhone.

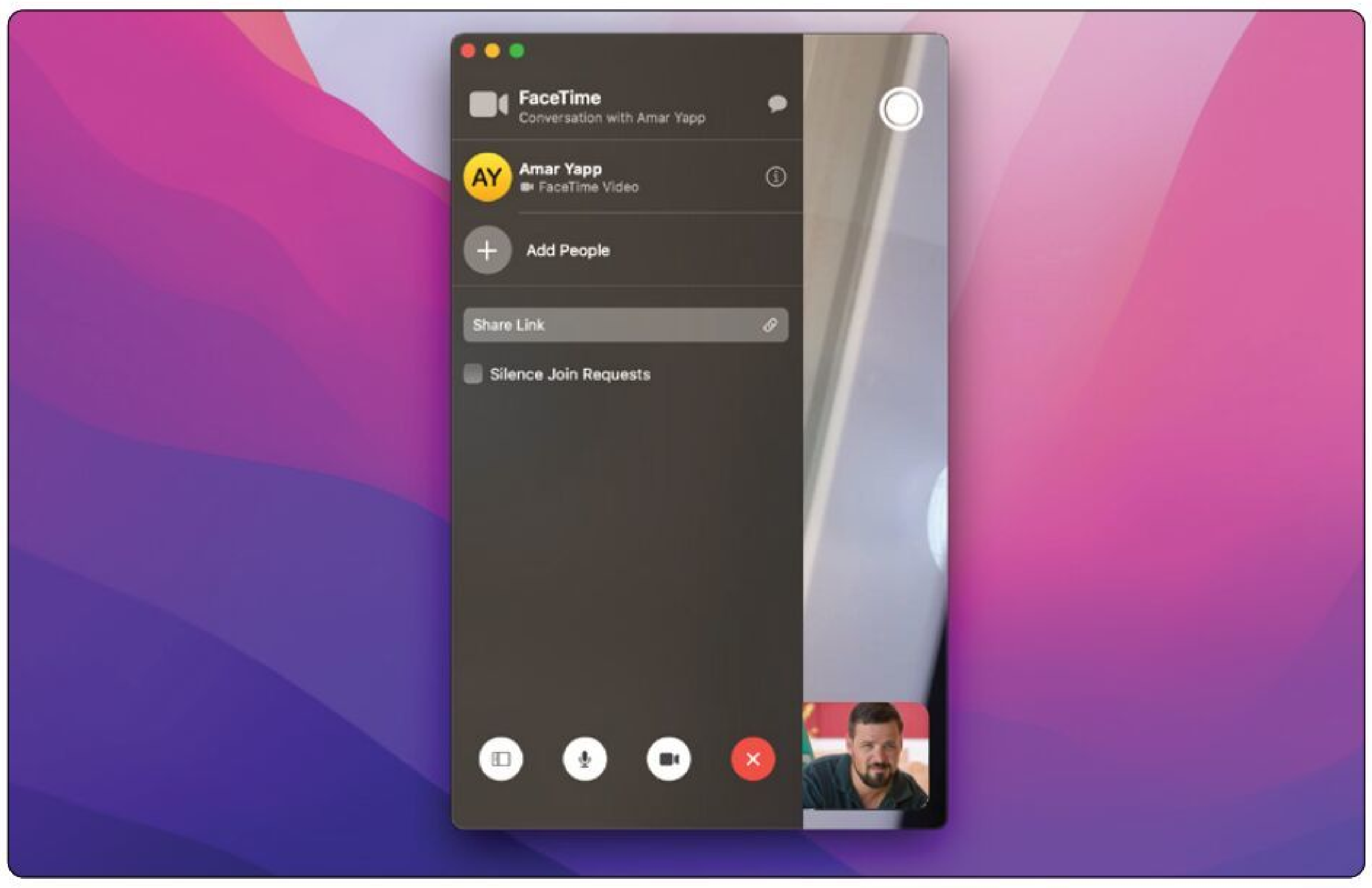
# FaceTime Audio Calls.

It's also possible to make audio only FaceTime calls. From the Contacts app, find the person you want to call and right-click on the telephone receiver icon at the top. Choose the option for a FaceTime Audio call. Alternatively, in the FaceTime app, right-click on a previous video conversation found in the left-hand sidebar, and select FaceTime Audio. If the entry shows a telephone receiver icon, it was already an audio conversation, so you can just click it to repeat the call. Naturally, you can enter an email or phone number in the top field and as long as the other person has registered that email or number with their FaceTime account, you can make the FaceTime call. Because they're made over the Internet, FaceTime calls, audio and video, are free.

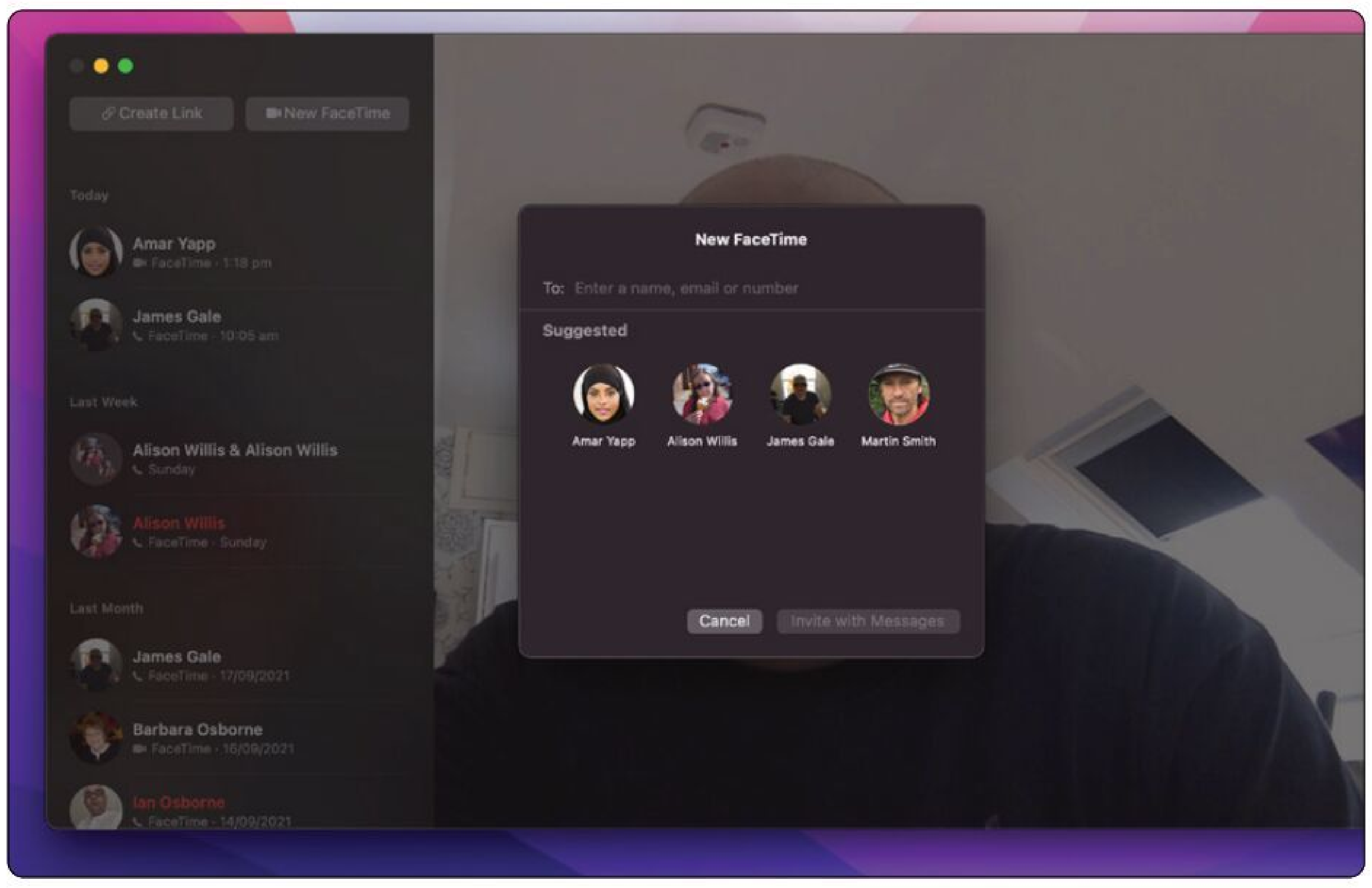

ya
T
Aliya Tuktarova
U
Ian Udin-Sloan
V
Andy Van Oostrum
Chris & Em Van Souwe
W
Holly Wale
Thomas Watson
Danielle Woodyatt
Y
Amar Yapp
Iliya Yordanov
Frances Young
45 Cards
message
Call
Mobile 07900 555326
✓ FaceTime am_yapp@icloud.com
+
Edit

Amar Yapp
mobile 07900
FaceTime
home am_yapp@icloud.com
birthday 22 January 2000
home 24 Pershmore Street
York
Yorkshire
YK2 9JG
UK
note

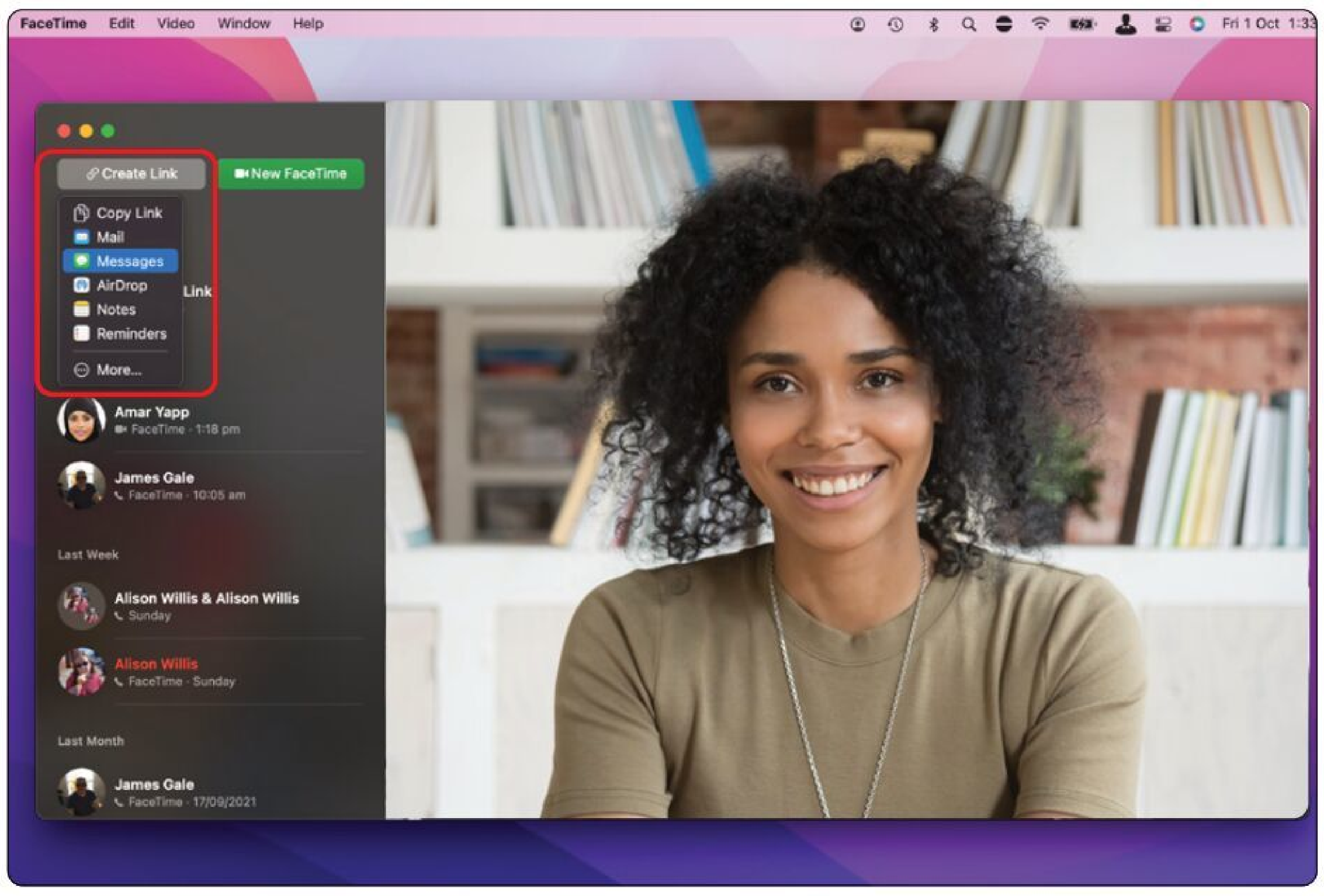
# Group FaceTime Calls


FaceTime
Conversation with Amar Yapp
AY
Amar Yapp
FaceTime Video
Add People
Share Link
Silence Join Requests

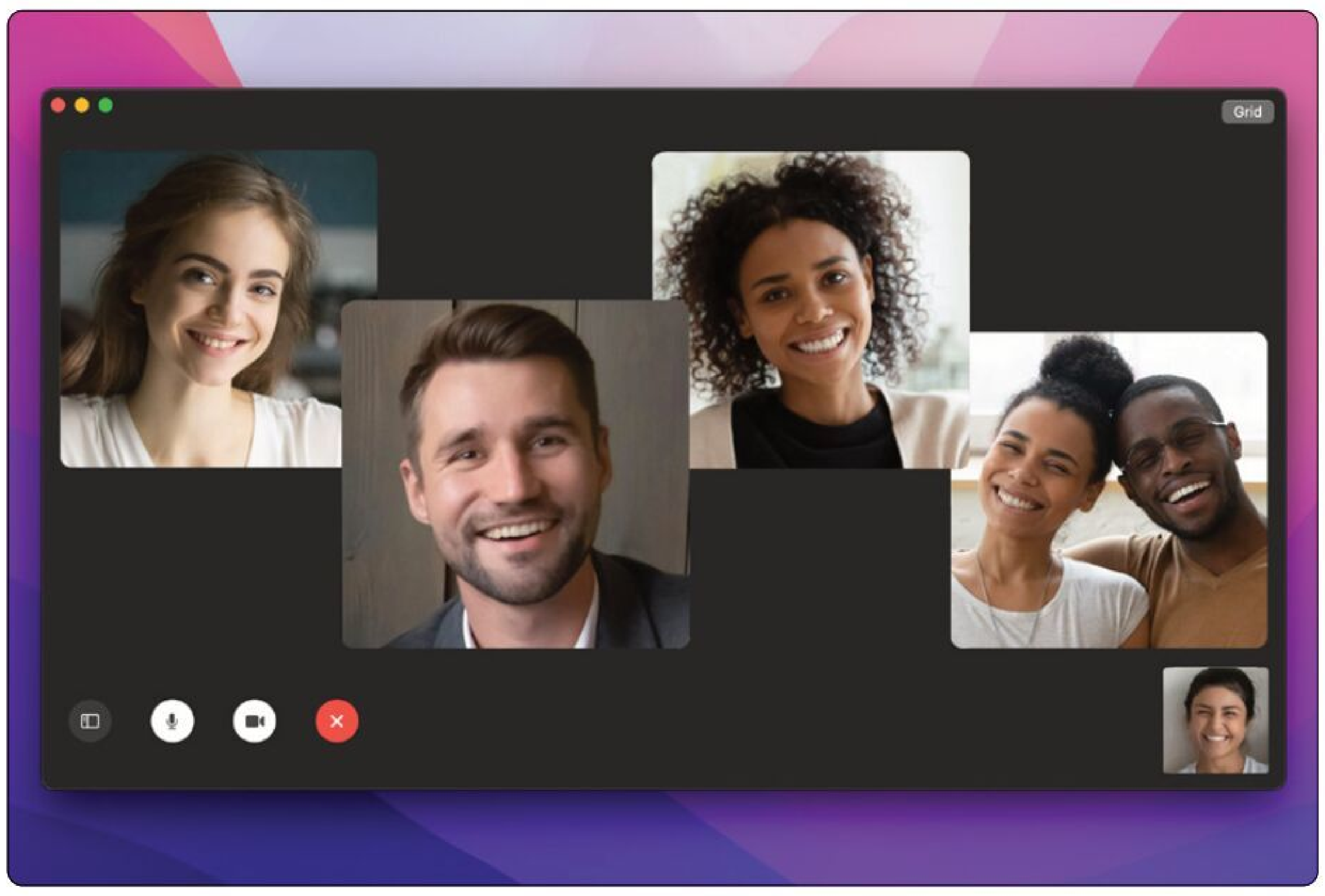
**1** To add another person to a FaceTime chat, drag the pointer onto the FaceTime window and open the sidebar. Click Add Person and then enter their details, followed by Add. That person then gets a call and can join the chat, alongside the person you're already chatting with.


Create Link
New FaceTime
Today
Amar Yapp
James Gale
Last Week
Alison Willis & Alison Willis
Alison Willis
Last Month
James Gale
Barbara Osborne
Ian Osborne
New FaceTime
To: Enter a name, email or number
Suggested
Amar Yapp
Alison Willis
James Gale
Martin Smith
Cancel
Invite with Messages

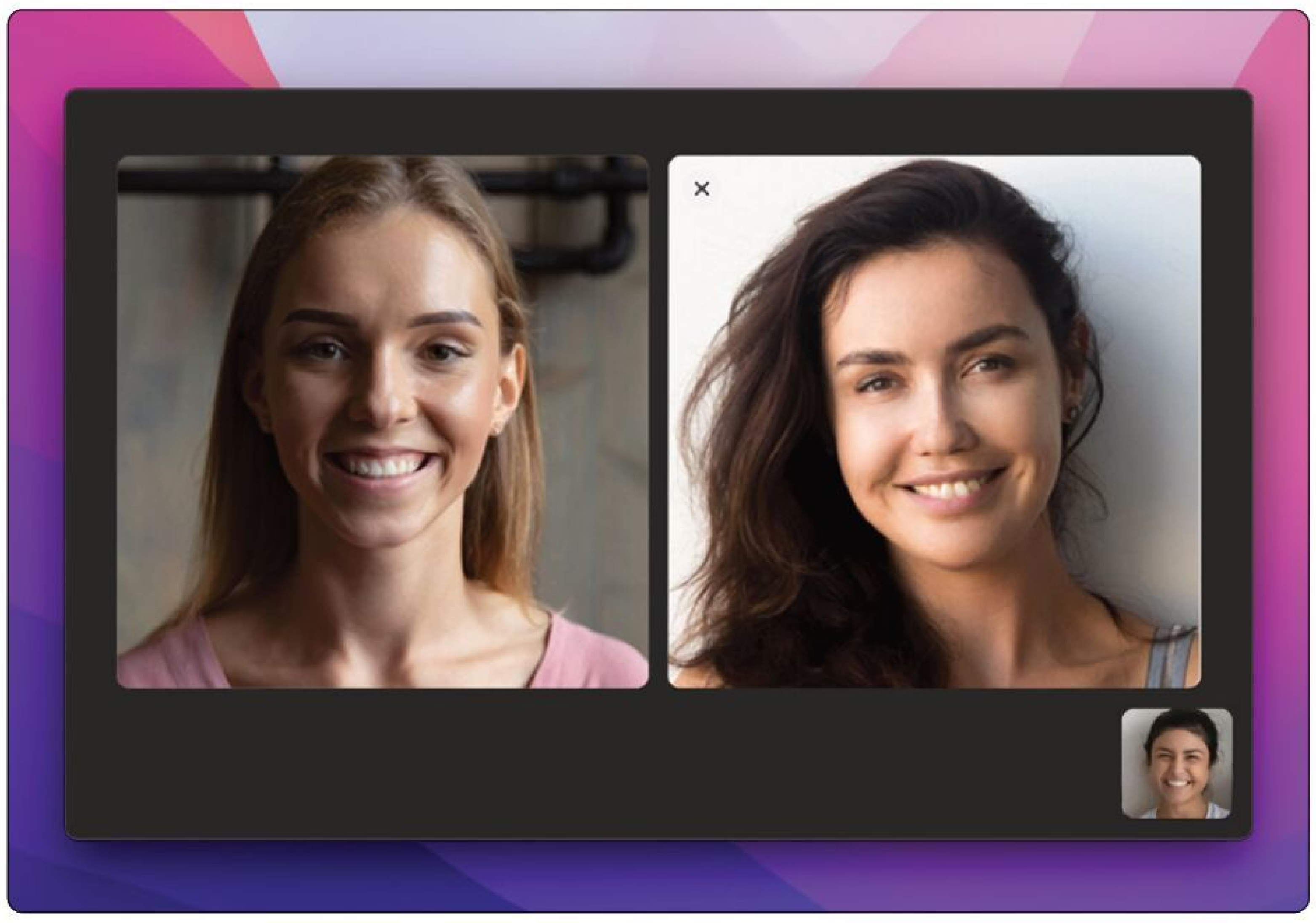
**2** To launch a Group FaceTime Chat, click the New FaceTime button, and then add as many people as you like in the New FaceTime window, either from the suggestions or using their name, email or number. Tap FaceTime to send a text message inviting them to the chat.


FaceTime Edit Video Window Help
Fri 1 Oct 1:3
Create Link
New FaceTime
Copy Link
Mail
Messages
AirDrop
Notes
Reminders
More...
Link
Amar Yapp
James Gale
Last Week
Alison Willis & Alison Willis
Alison Willis
Last Month
James Gale

**3** To invite people to a chat that's to take place in the future, on the FaceBook window, click the button marked Create Link. You can send this link with a range of apps, or copy it to distribute another way. This link can be used to join a Group Chat, immediately or at an agreed time.



**4** Up to 32 people can join a Group FaceTime chat. To leave, click on the red button marked with an 'X'. The rest of the group is unaffected. During a Group Chat, the tile of the person who's speaking automatically becomes larger, but you can turn this off in FaceTime Preferences.

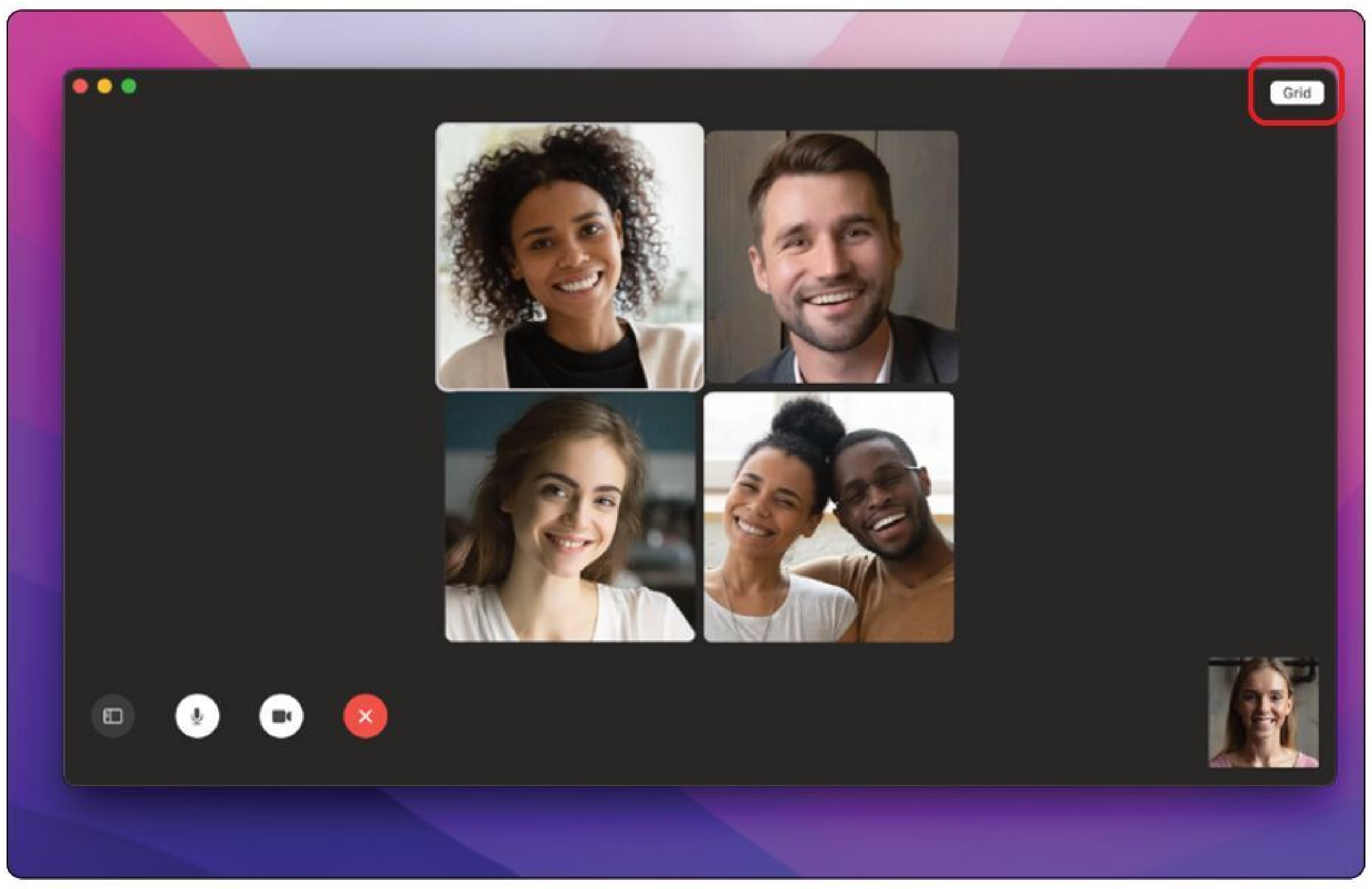


**5** Providing your operating systems are up to date, you can mix Macs, iPhones, iPads and iPod touches, and even Android and Windows devices in Group Chats. They all work fine.

3:39
Alyssa Falcon
home

**6** You can even Group FaceTime from an Apple Watch or a HomePod speaker, though as these devices don't have built-in cameras, you are limited to audio chat only.

## New for Monterey

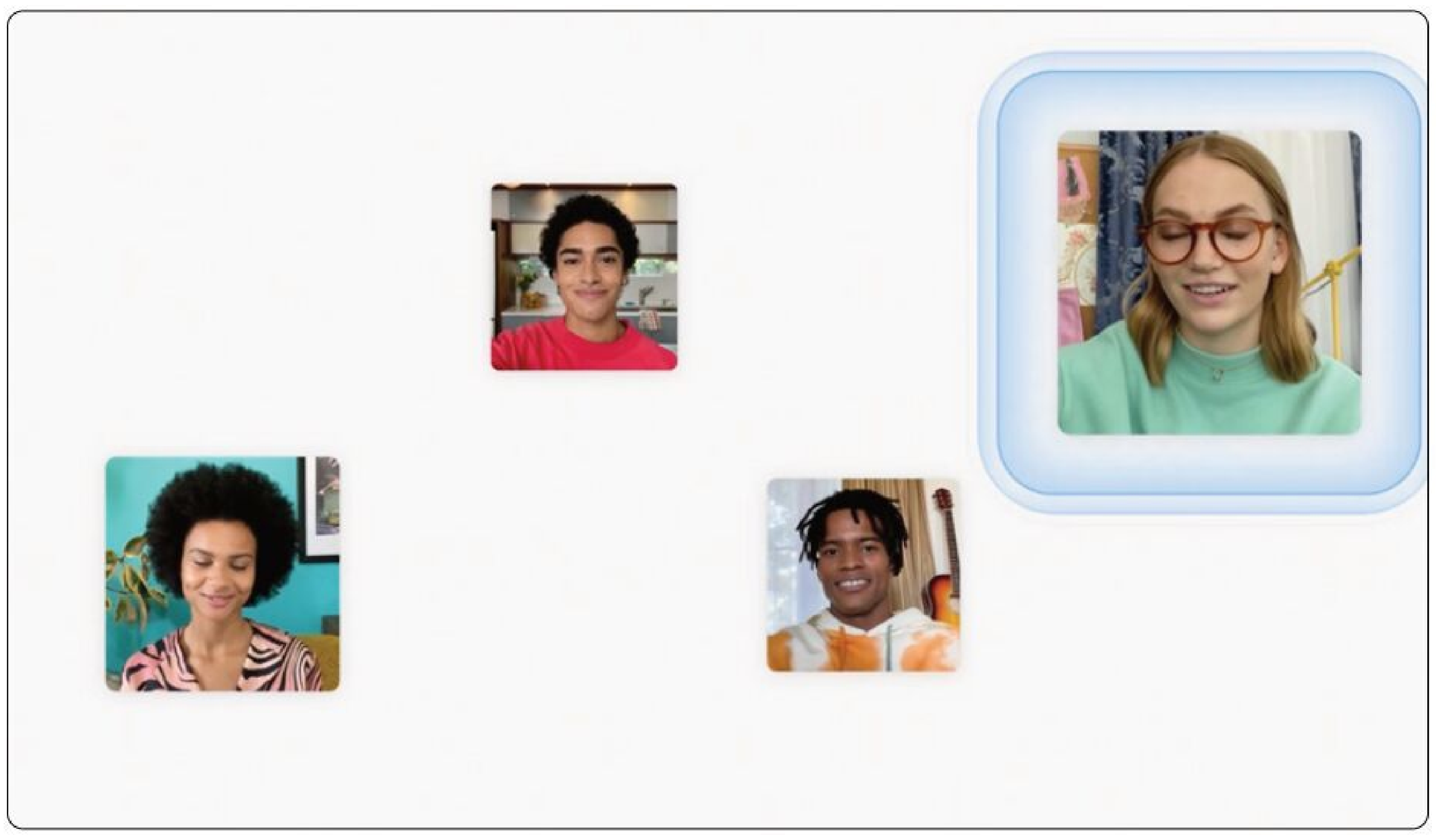


### Grid View

macOS Monterey brings a host of improvements and new features to the FaceTime app. In a Group Chat, toggle the floating tiles and have a regular grid that gives everyone the same space by clicking the Grid button in the top-right. Click it again to go back to the default view.

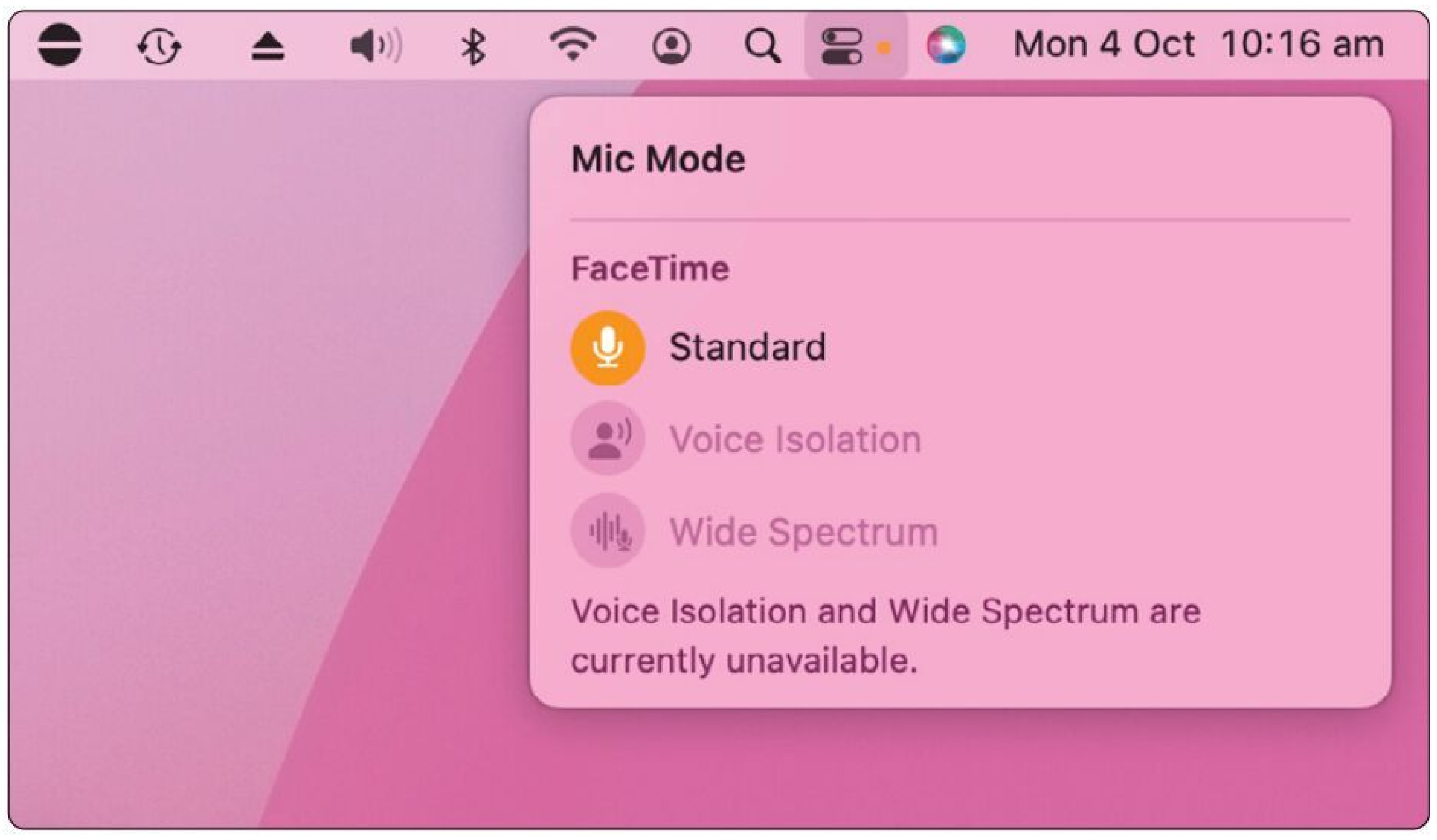
### Windows & Android

You can take a FaceTime video call initiated on a device running macOS Monterey, iOS 15 or iPadOS 15, on a Windows or Android device. The Apple users sends a link, and the Windows/Android user opens it in a Google Chrome or Microsoft Edge web browser.



### Spacial Audio

Spacial Audio makes the voices of those you're chatting to sound like they're coming from the direction in which they're placed on the screen. The person on the right sounds like they're on your right, and so on. This makes for a much more natural conversation in FaceTime.



Mon 4 Oct 10:16 am

Mic Mode

FaceTime

Standard

Voice Isolation

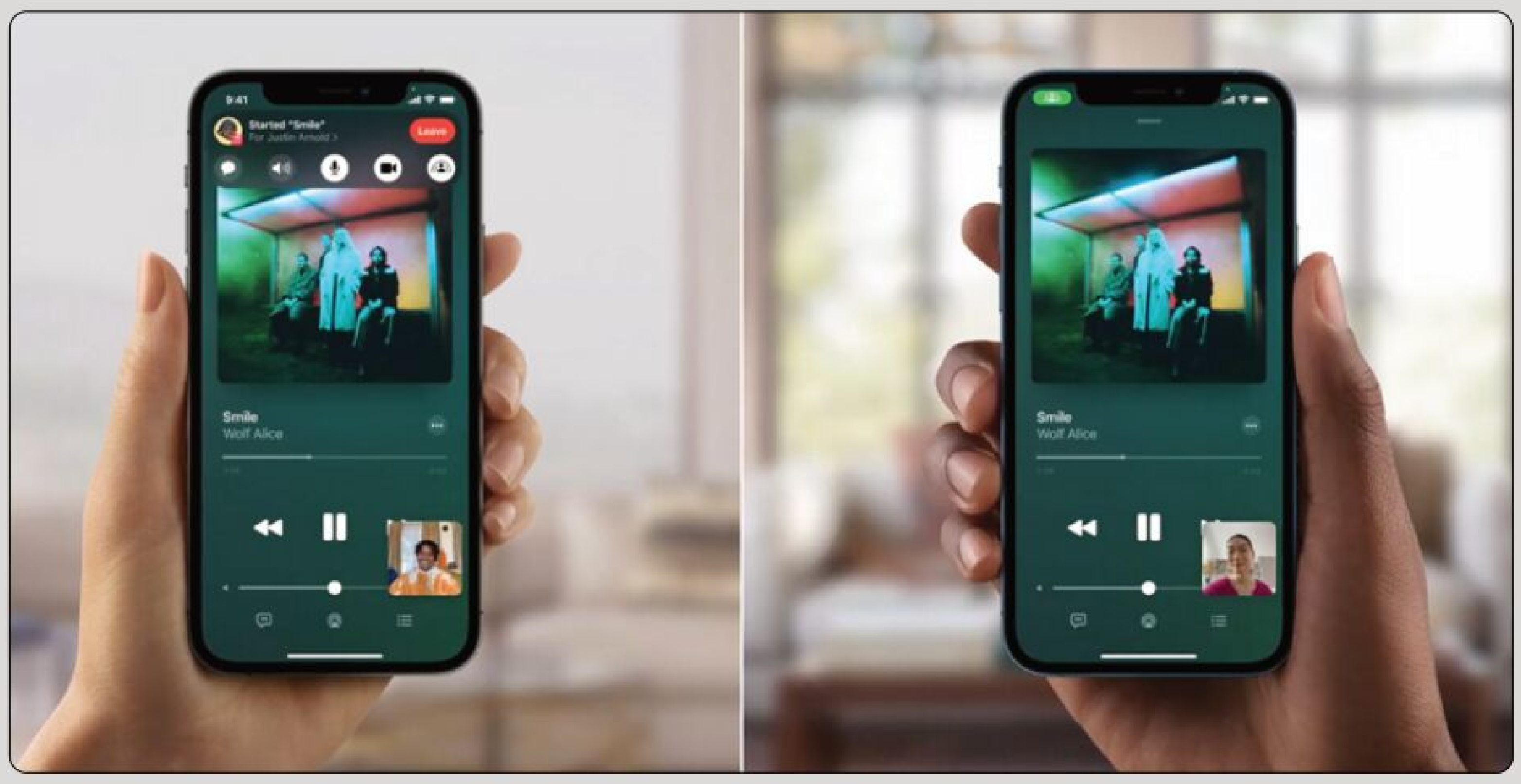
Wide Spectrum

Voice Isolation and Wide Spectrum are currently unavailable.

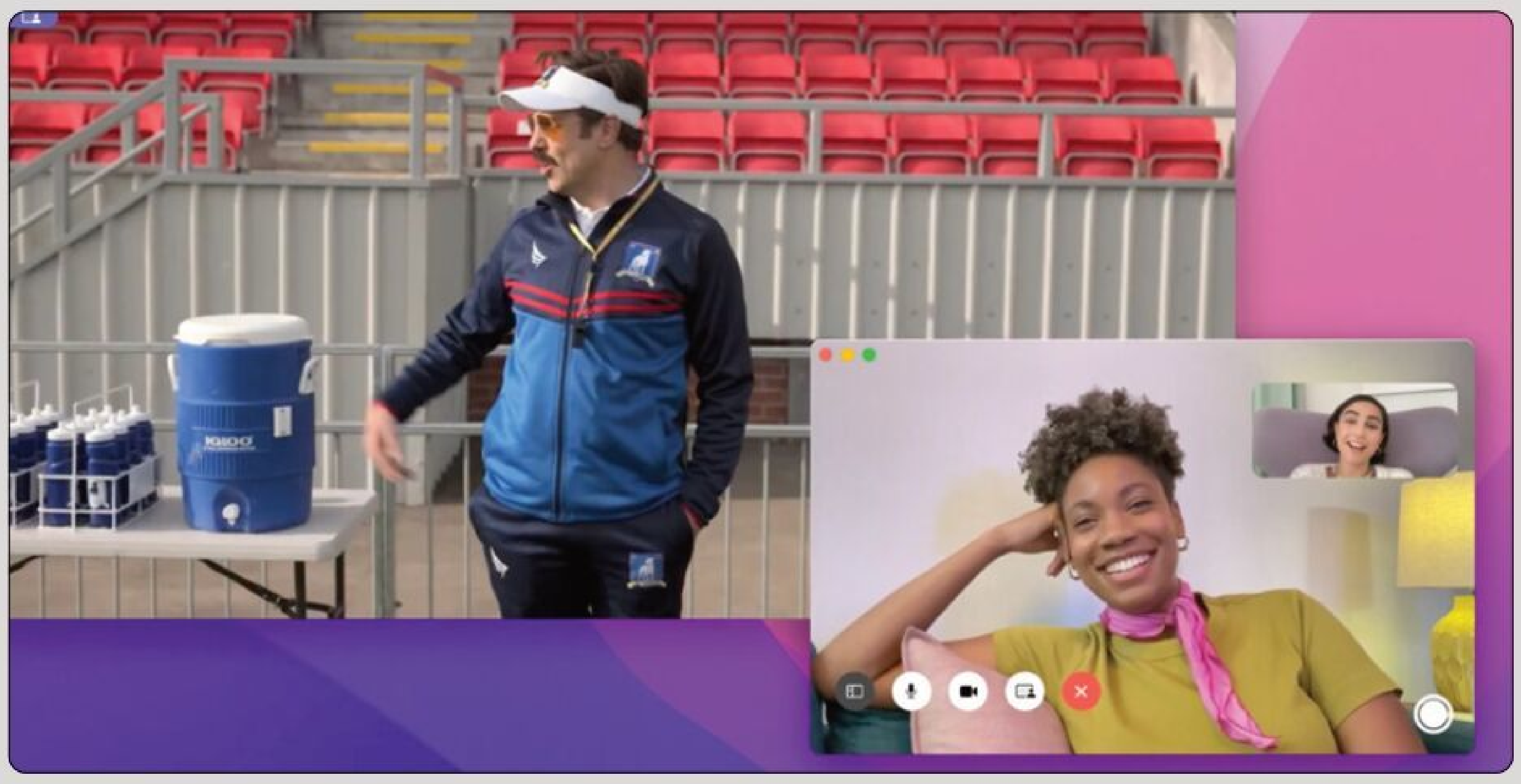
### New Mic Modes

You can use three different mic modes in FaceTime calls. Open Control Centre and click on Mic Modes to switch between Standard, Voice Isolation (which only picks up your voice), and Wide Spectrum Mode (picks up every sound going on around you).

## SharePlay.



The SharePlay feature, coming with a future Monterey update, lets you play your movies, TV shows and music with your friends over a FaceTime chat. Your media is played in sync, so you can chat about it as you enjoy it.

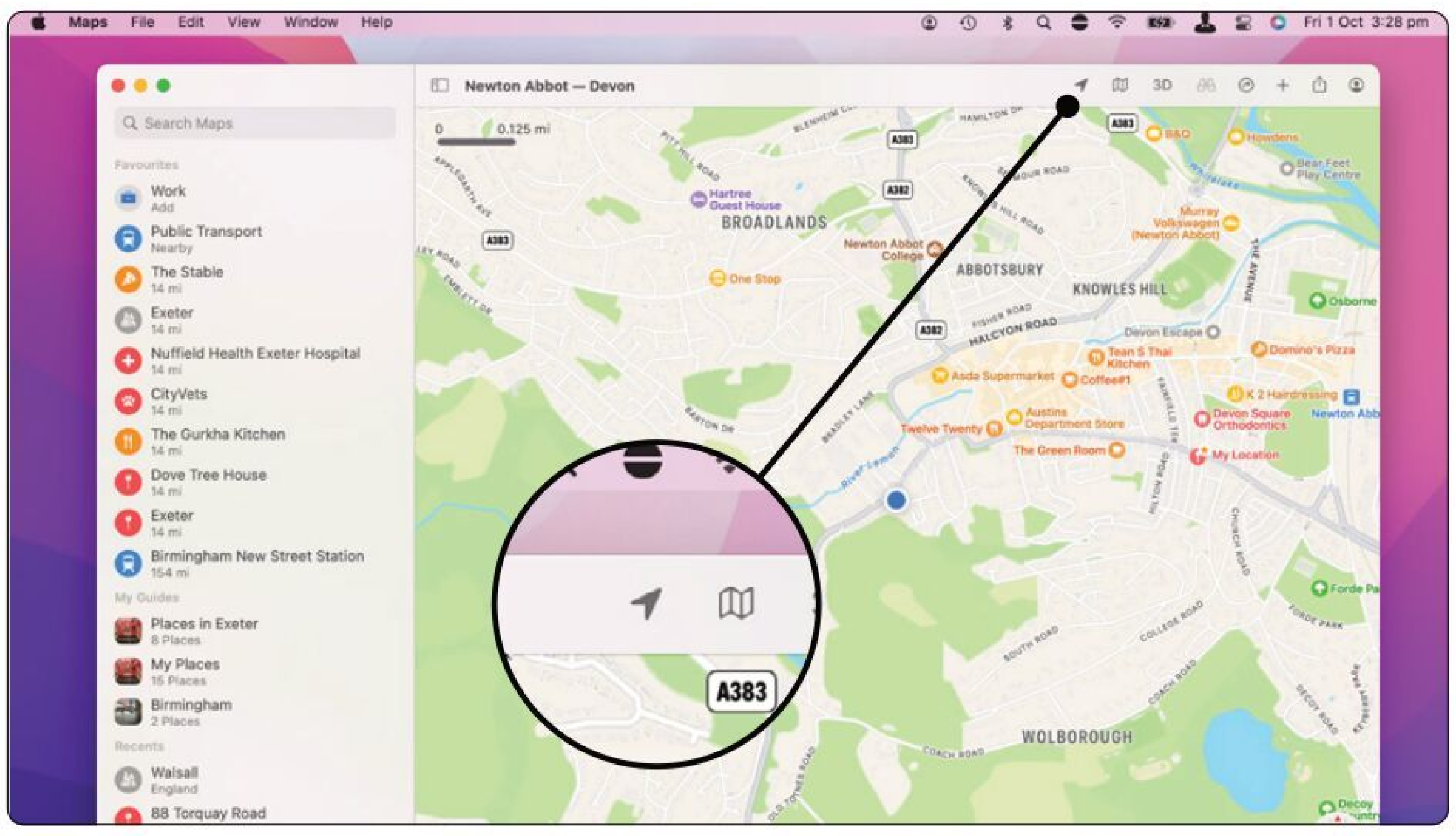


To share movies and TV shows during a FaceTime chat, open the TV app or a compatible third-party TV app and press Play. For audio, open Apple Music, find a track or album and press Play. Everyone can add and queue songs.

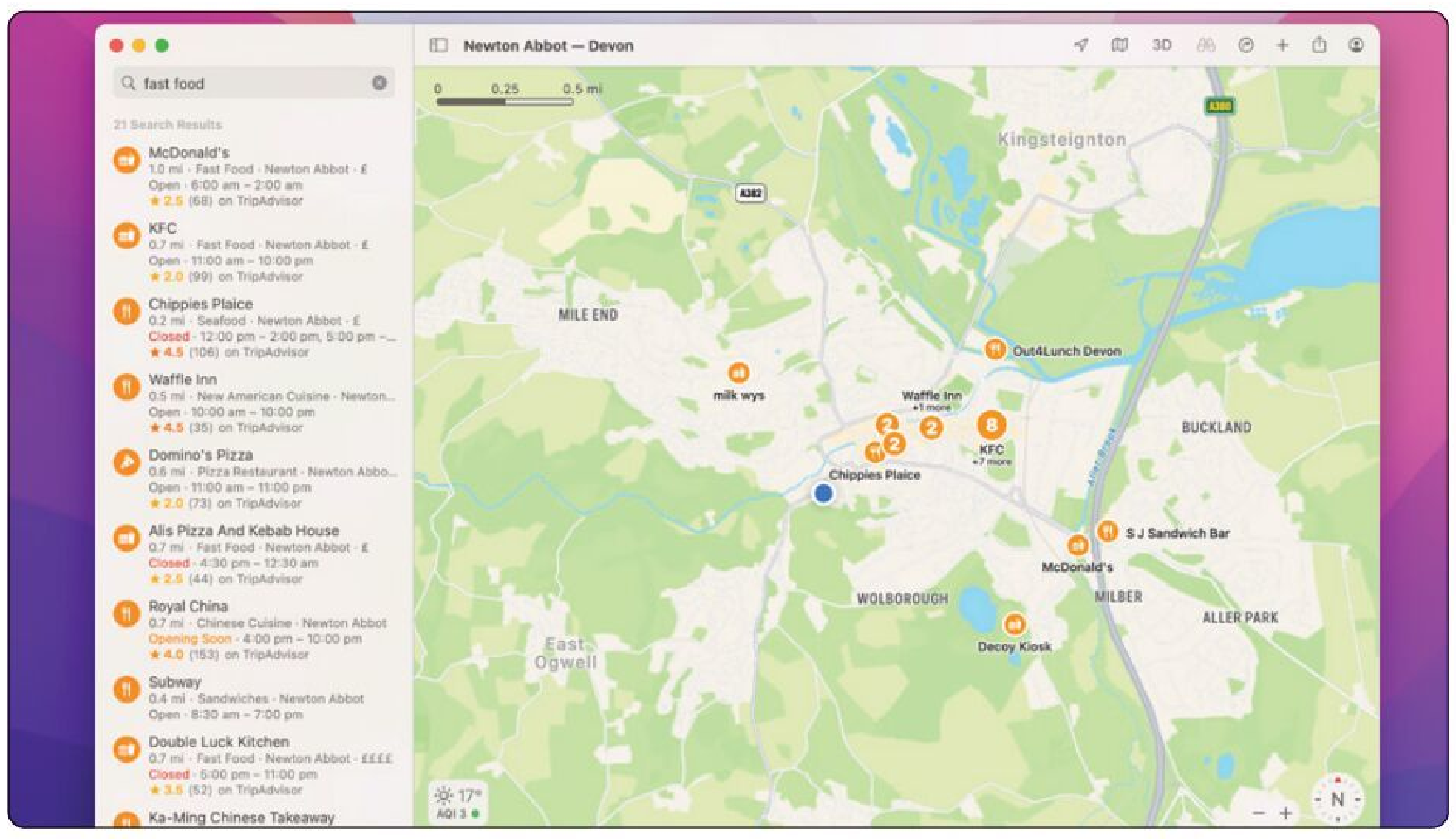
# Maps
## Plan Your Routes

macOS Monterey brings some new features to the Maps app. Major cities such as San Francisco, Los Angeles, New York and London enjoy greater detail; showing roads, trees and buildings. Its 3D capabilities have been enhanced, public transport now shows nearby stations and transit times and more.

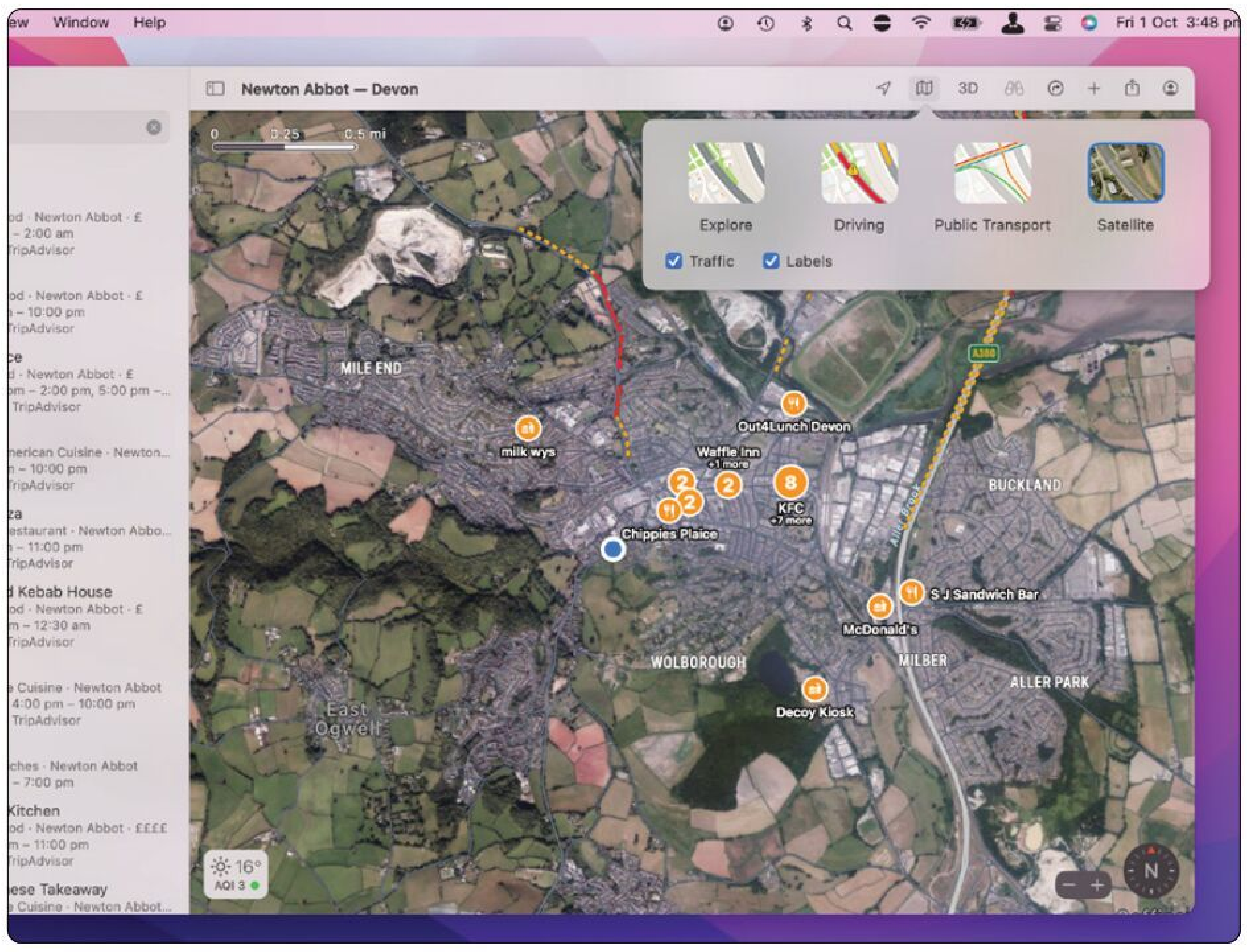
## Finding Places with Maps


Newton Abbot — Devon
Search Maps
Favourites
Work
Public Transport
The Stable
Exeter
Nuffield Health Exeter Hospital
CityVets
The Gurkha Kitchen
Dove Tree House
Exeter
Birmingham New Street Station
My Guides
Places in Exeter
My Places
Birmingham
Recents
Walsall
88 Torquay Road
BROADLANDS
ABBOTSBURY
KNOWLES HILL
WOLBOROUGH
A383

**1** To focus the view on your current location, click the arrow icon in the toolbar. The map zooms to your current whereabouts. To search for a specific location, type the address, postcode/zip code or road name into the search field. Possible matches are shown as you type.


Newton Abbot — Devon
fast food
McDonald's
KFC
Chippies Plaice
Waffle Inn
Domino's Pizza
Alis Pizza And Kebab House
Royal China
Subway
Double Luck Kitchen
Ka-Ming Chinese Takeaway
Kingsteignton
MILE END
BUCKLAND
WOLBOROUGH
MILBER
ALLER PARK
East Ogwell

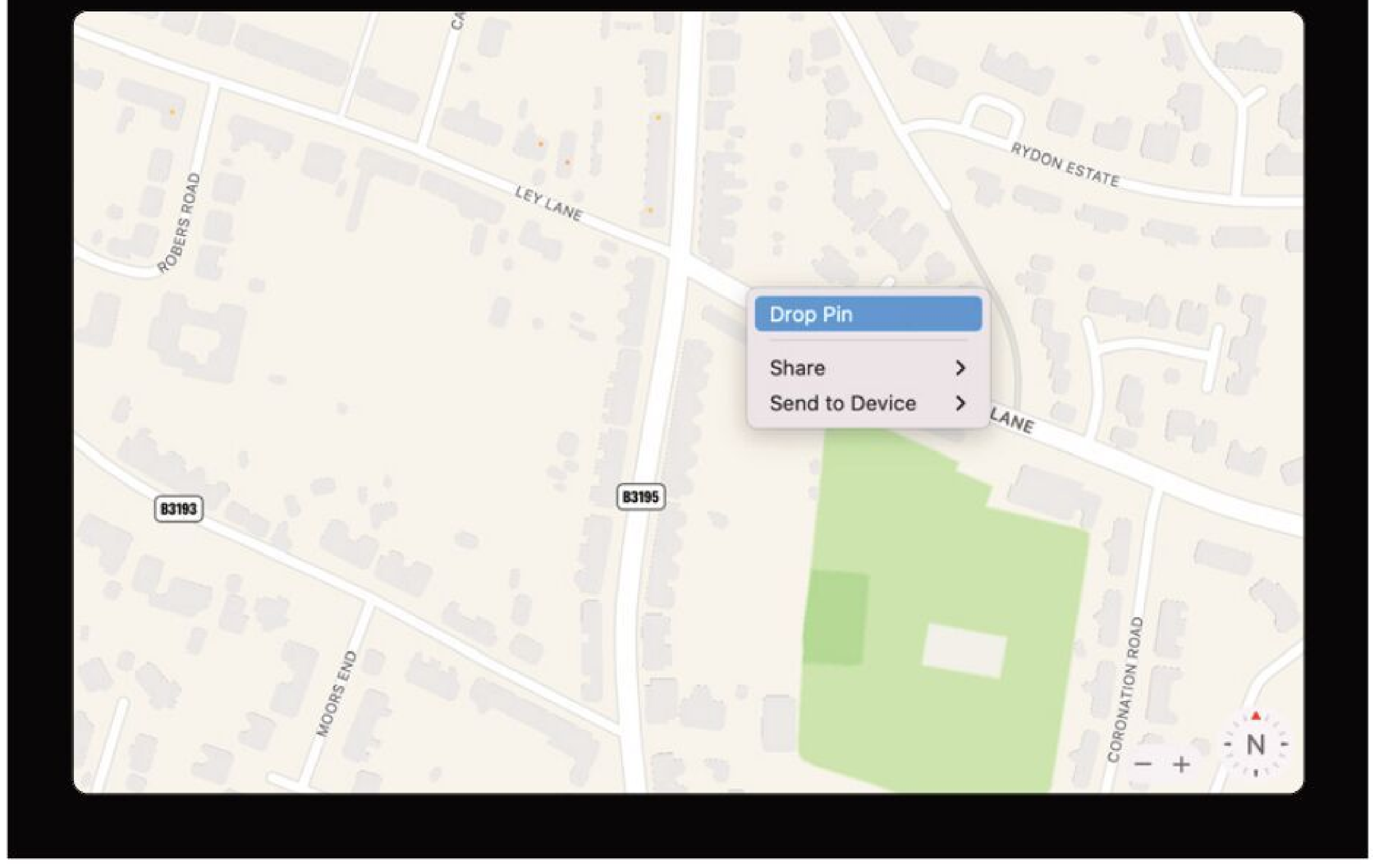
**2** You can search for a business by entering the business name or type, for example 'Fast Food', into the search field. Icons appear on the map indicating all matching businesses in the area. To get more information, click on an icon, then on any relevant information that accompanies it.


Newton Abbot — Devon
Explore
Driving
Public Transport
Satellite
Traffic
Labels
MILE END
BUCKLAND
WOLBOROUGH
MILBER
ALLER PARK
East Ogwell

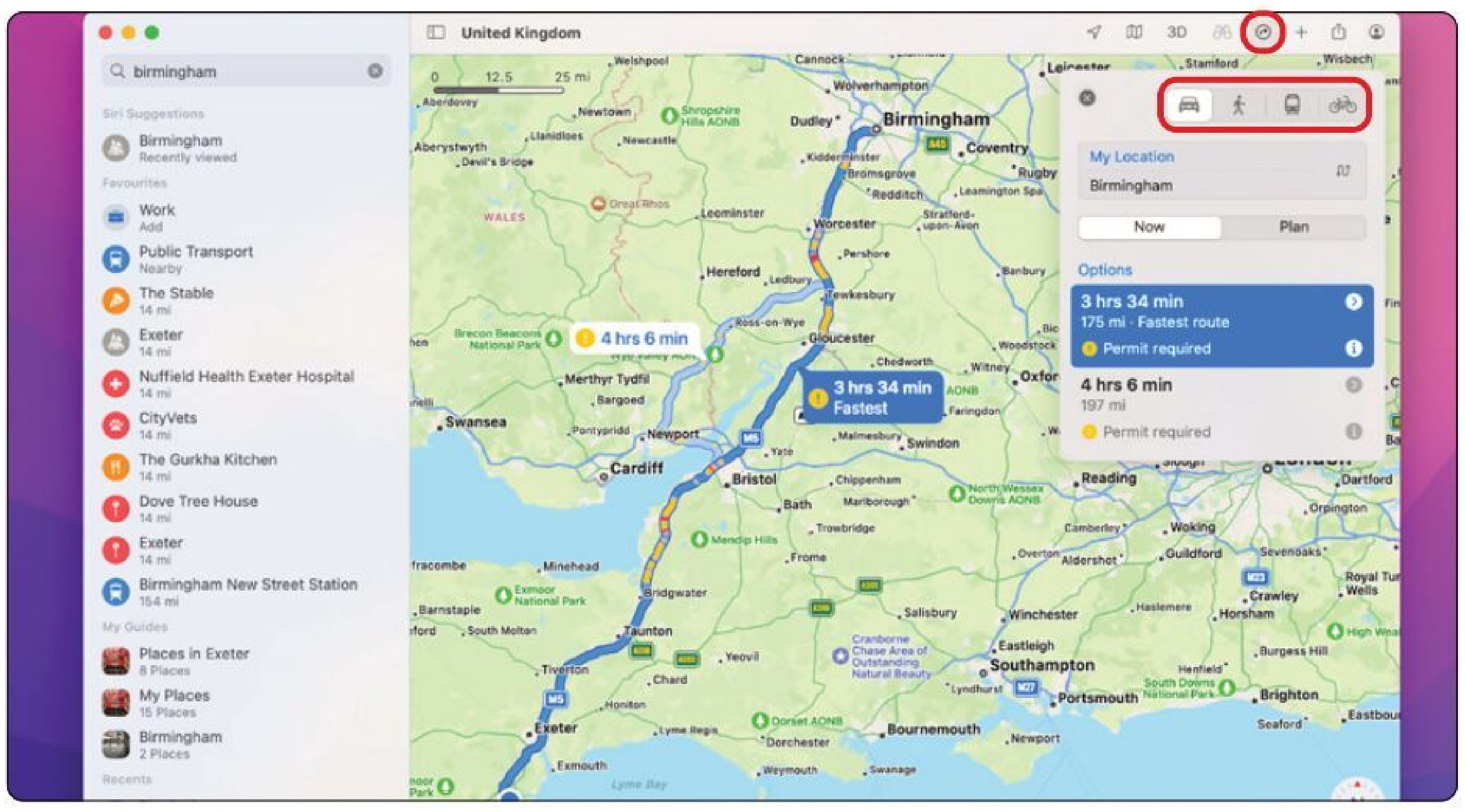
**3** To change the view, click the map icon at the top of the pane. The options are: Explore, for a simple graphical map; Driving, for motorists; Public Transport, for transport options; and Satellite, which displays a photographic map.

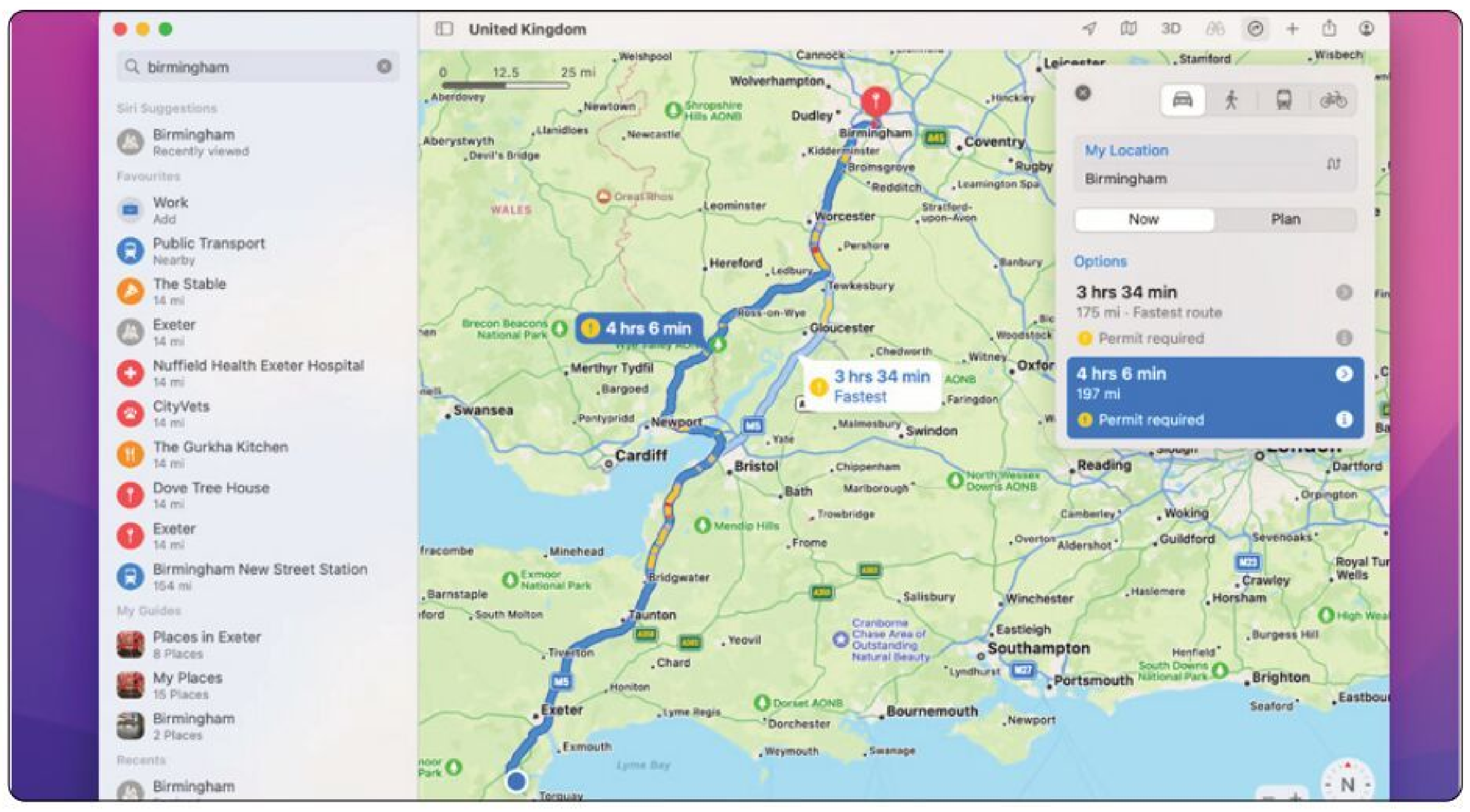
## Drop a Pin.

To add a pin to your map, right-click and choose Drop Pin. A pin is placed where you clicked, giving access to an information box like the one shown here. To remove the pin, right-click on it and choose Remove Pin.


Drop Pin
Share
Send to Device
LEY LANE
RYDON ESTATE
ROBERS ROAD
MOORS END
CORONATION ROAD
B3193
B3195

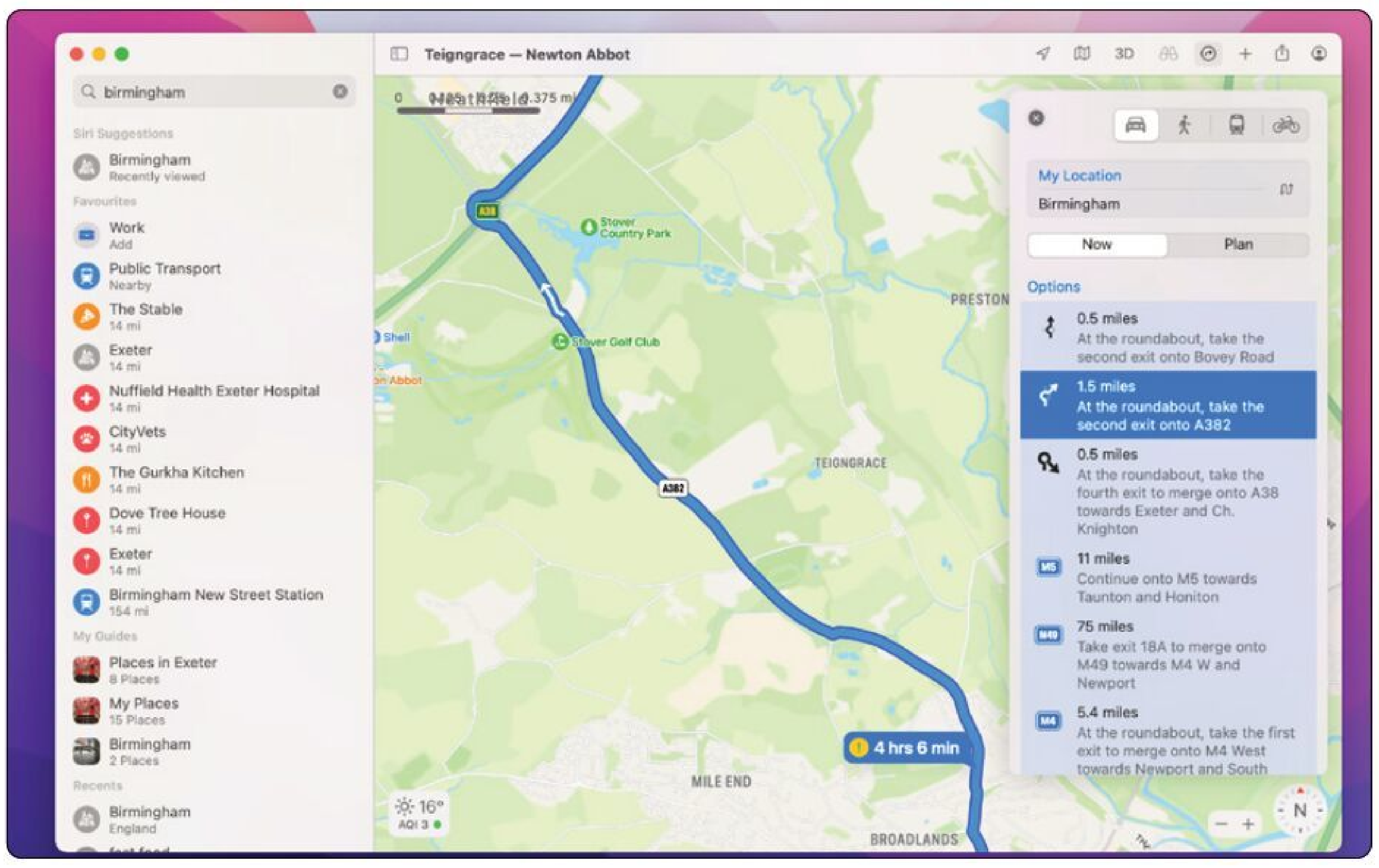
# Route Planning Explained

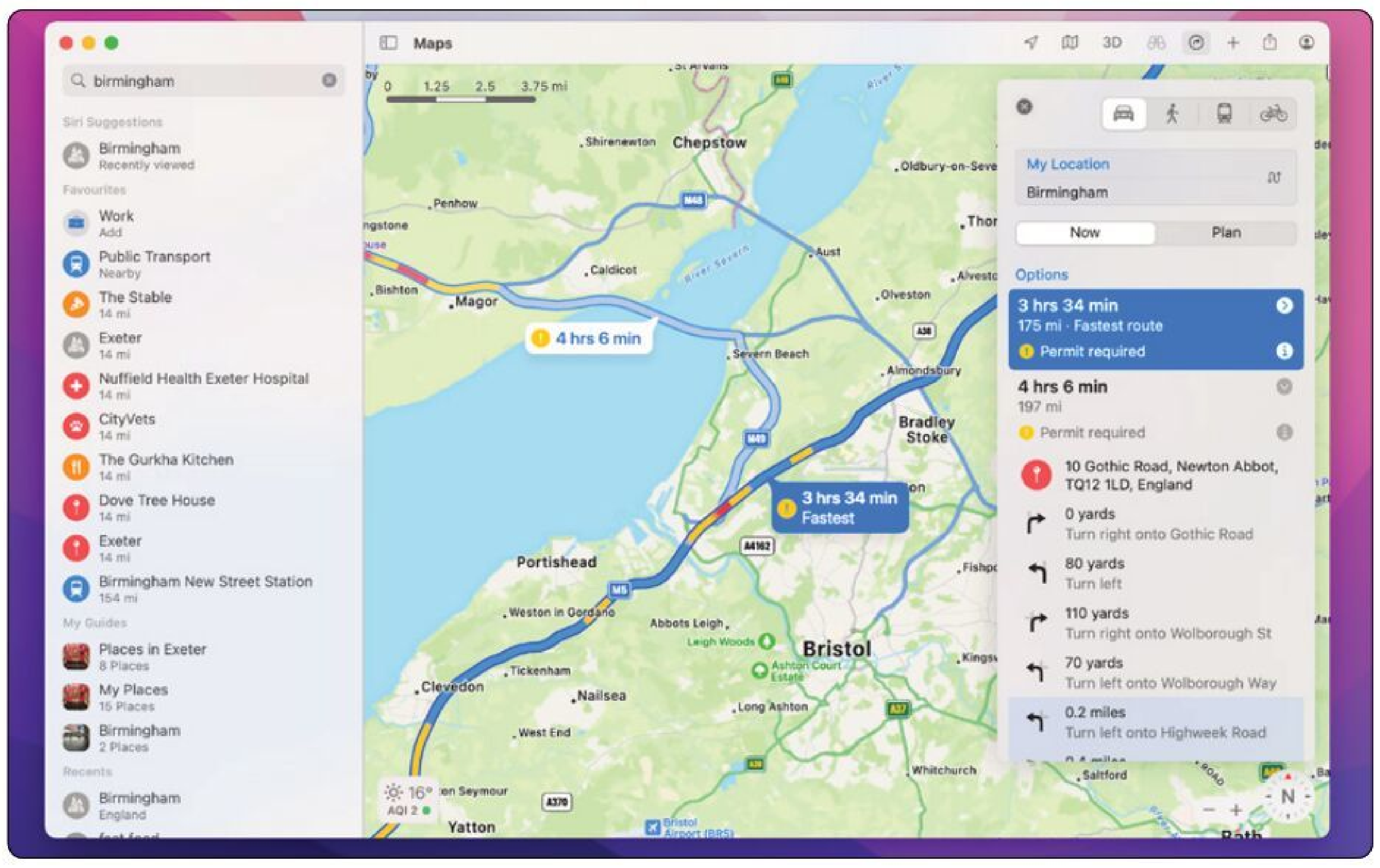




**1** For directions, click the Directions button (arrow in a circle), and enter your start (if it's not your current location), and finish points. Alternatively, search for your destination and click Directions in the pop-up. Choose your transport method with the four buttons in the window.

**2** Maps calculates the best route, based on your chosen transport. It's displayed on the map as a blue line. The distance and travel time are also offered. If alternative routes are available, they're shown as lighter blue lines. You can switch between routes by clicking on a light blue line.



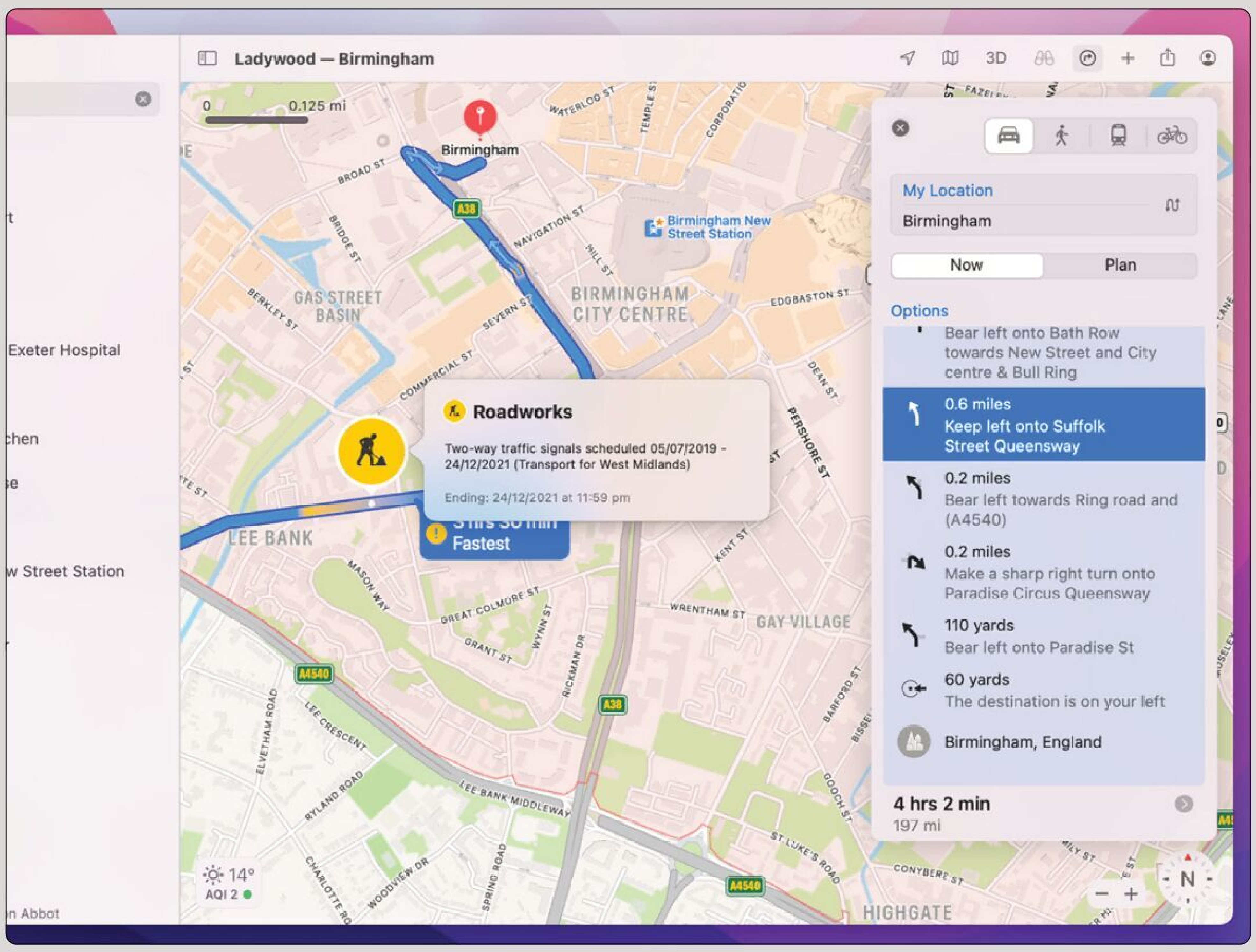


**3** When you've chosen a route, click on the right-facing chevron next to the route in the window to expand the details. You can view a step-by-step breakdown of the journey. Click on any of these points to be taken to that stage on the route.

**4** If there are alternative branches leading off your chosen route, they're displayed as lighter blue lines once more. Again, you can opt to follow these alternative routes by clicking on them, causing Maps to change your route.

# Getting and Using Traffic Information.

When on a road journey, there's nothing worse than getting caught up in a traffic jam or running into major roadworks. Luckily, Maps covers that one too. You can add or remove real-time traffic information in the View menu at the top of the screen. Just select Show/Hide Traffic. When traffic information is turned on, closed roads are shown as no-entry signs, roadworks as road men and accidents as a red sign. Click on one of these indicators for more details, including possible length of delays and for how long the works is likely to continue. Where traffic is heavier than usual, an orange line is added on the road. If it's very heavy, a red line is used.



Roadworks

Two-way traffic signals scheduled 05/07/2019 – 24/12/2021 (Transport for West Midlands)

Ending: 24/12/2021 at 11:59 pm

My Location

Birmingham

Now | Plan

Options

Bear left onto Bath Row towards New Street and City centre & Bull Ring

0.6 miles
Keep left onto Suffolk Street Queensway

0.2 miles
Bear left towards Ring road and (A4540)

0.2 miles
Make a sharp right turn onto Paradise Circus Queensway

110 yards
Bear left onto Paradise St

60 yards
The destination is on your left

Birmingham, England

4 hrs 2 min
197 mi

18+

WHAT IS

AVAXHOME?

AVAXHOME -

the biggest Internet portal, providing you various content: brand new books, trending movies, fresh magazines, hot games, recent software, latest music releases.

Unlimited satisfaction one low price
Cheap constant access to piping hot media
Protect your downloadings from Big brother
Safer, than torrent-trackers

18 years of seamless operation and our users' satisfaction

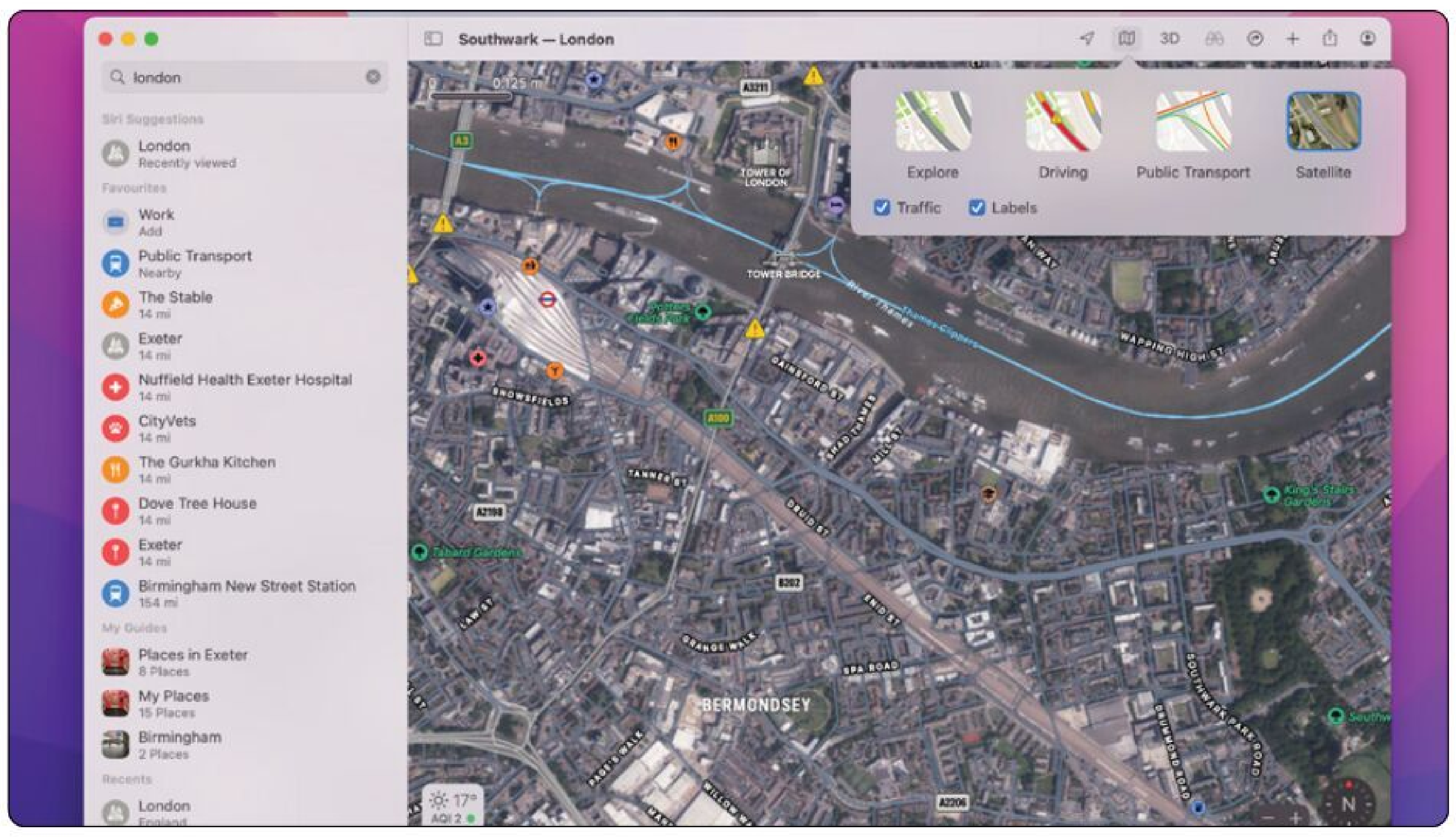
All languages
Brand new content
One site

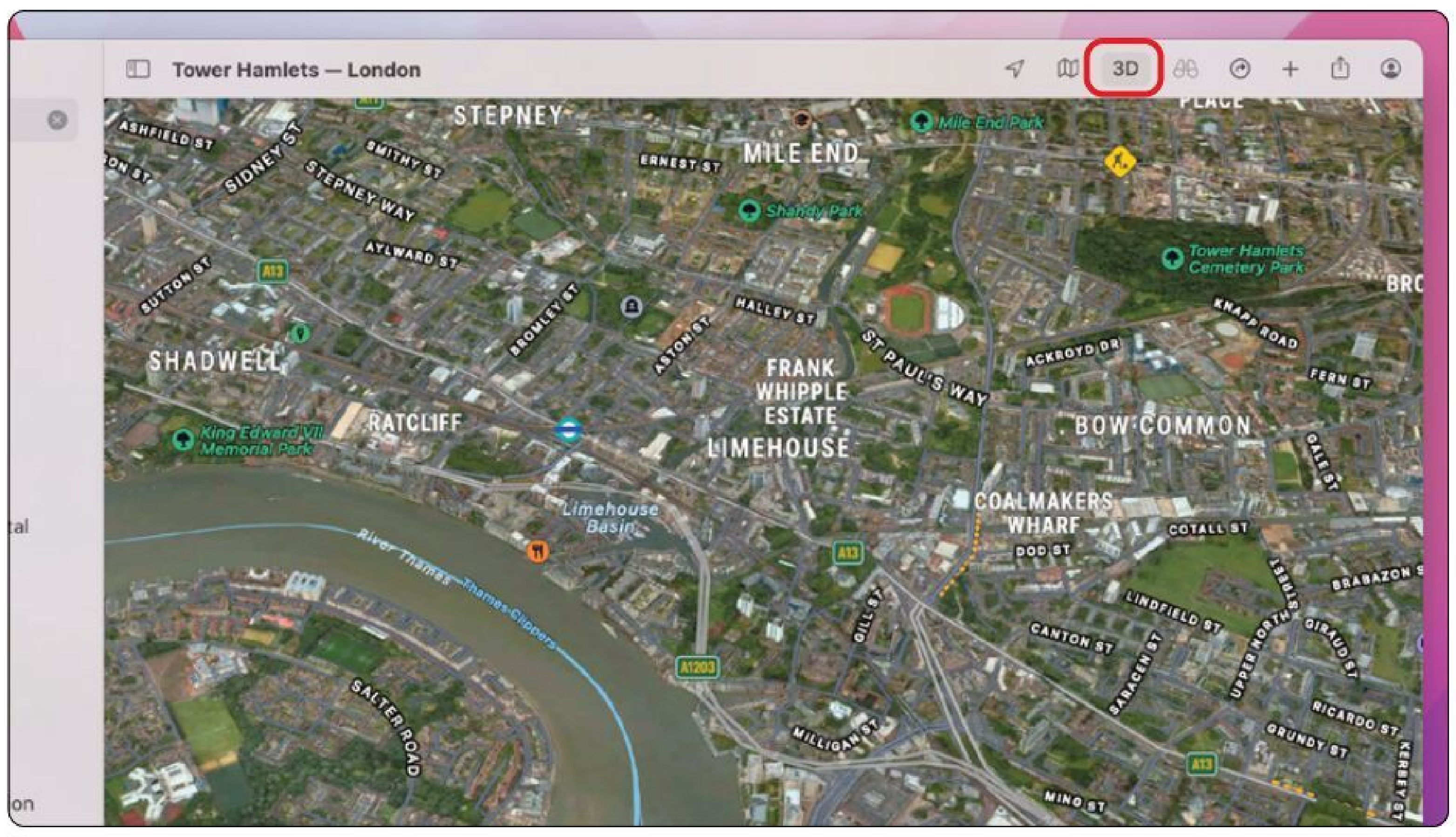
AVXLIVE.ICU

AvaxHome - Your End Place

We have everything for all of your needs. Just open https://avxlive.icu

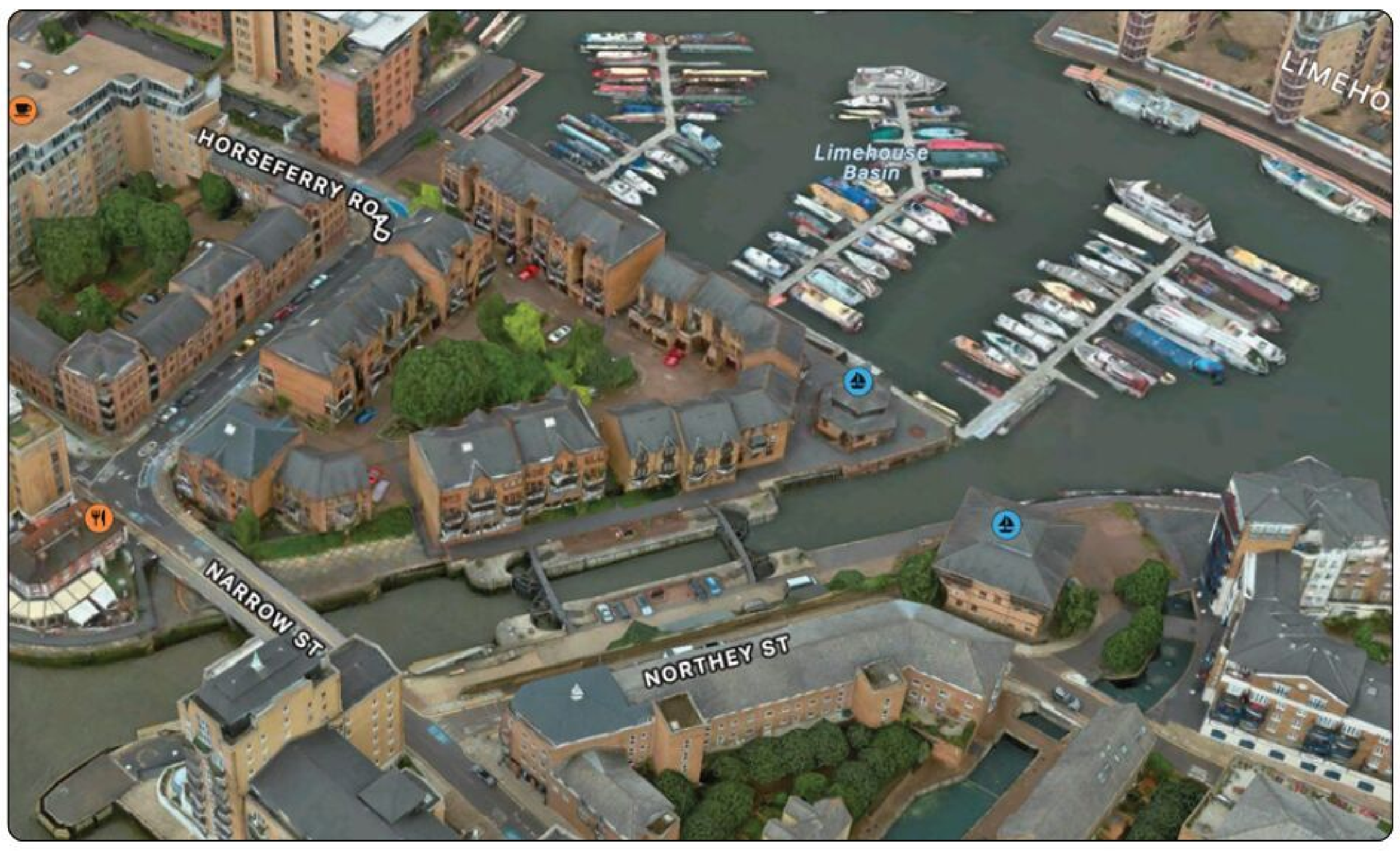
# Viewing Maps in 3D

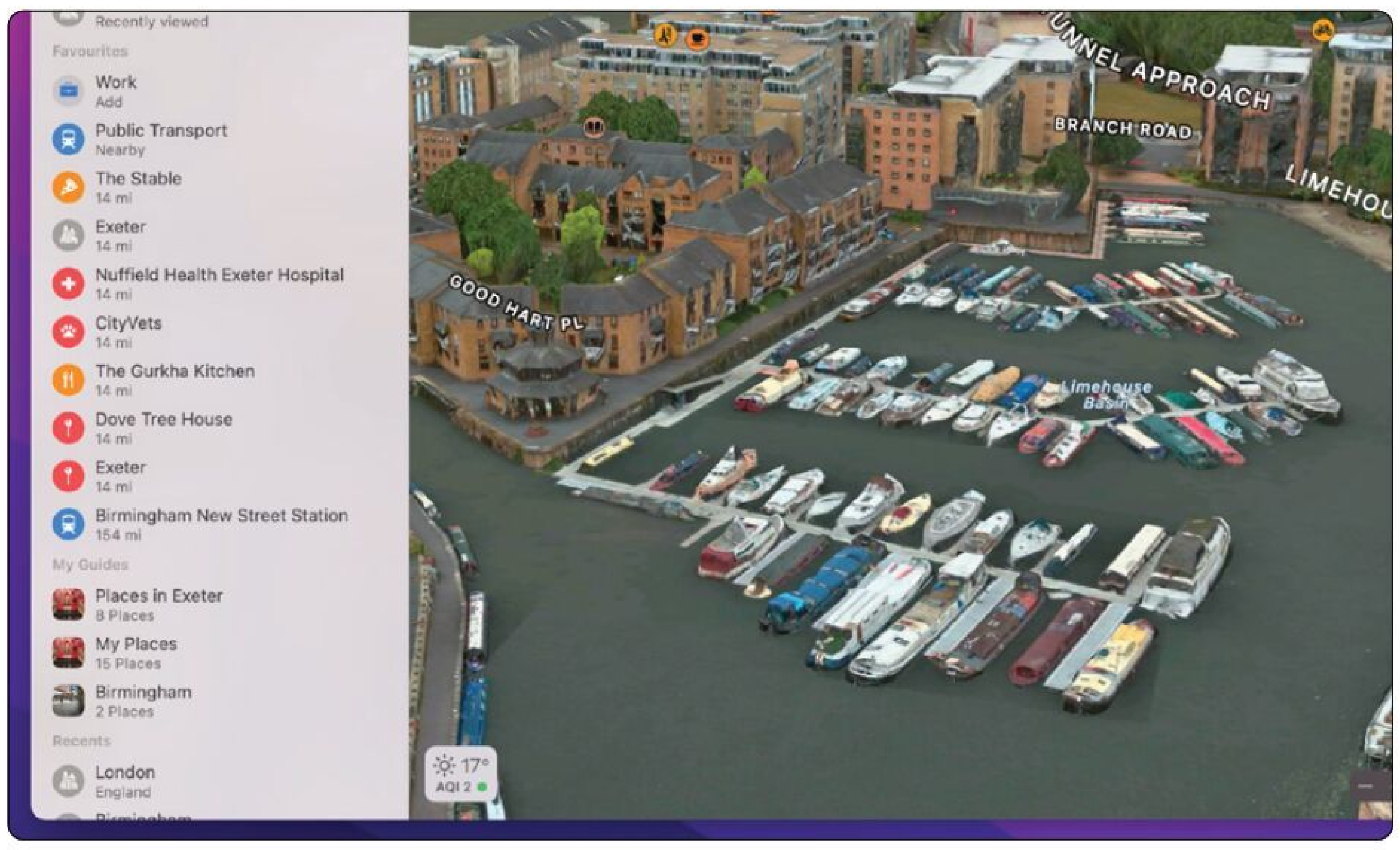

Southwark — London
london
Explore
Driving
Public Transport
Satellite
Traffic
Labels
BERMONDSEY


Tower Hamlets — London
3D
STEPNEY
MILE END
SHADWELL
RATCLIFF
LIMEHOUSE
BOW COMMON

**1** To get the best effect when viewing the maps in 3D, switch to Satellite view. You can show or hide the labels such as the street names and feature locations using the View top-bar menu or the checkboxes under the map options.

**2** To now switch to 3D view, click the 3D button next to the map selection icon in the top bar. The camera angle will shift when you do this but if you're zoomed out too far, you'll hardly notice any difference.

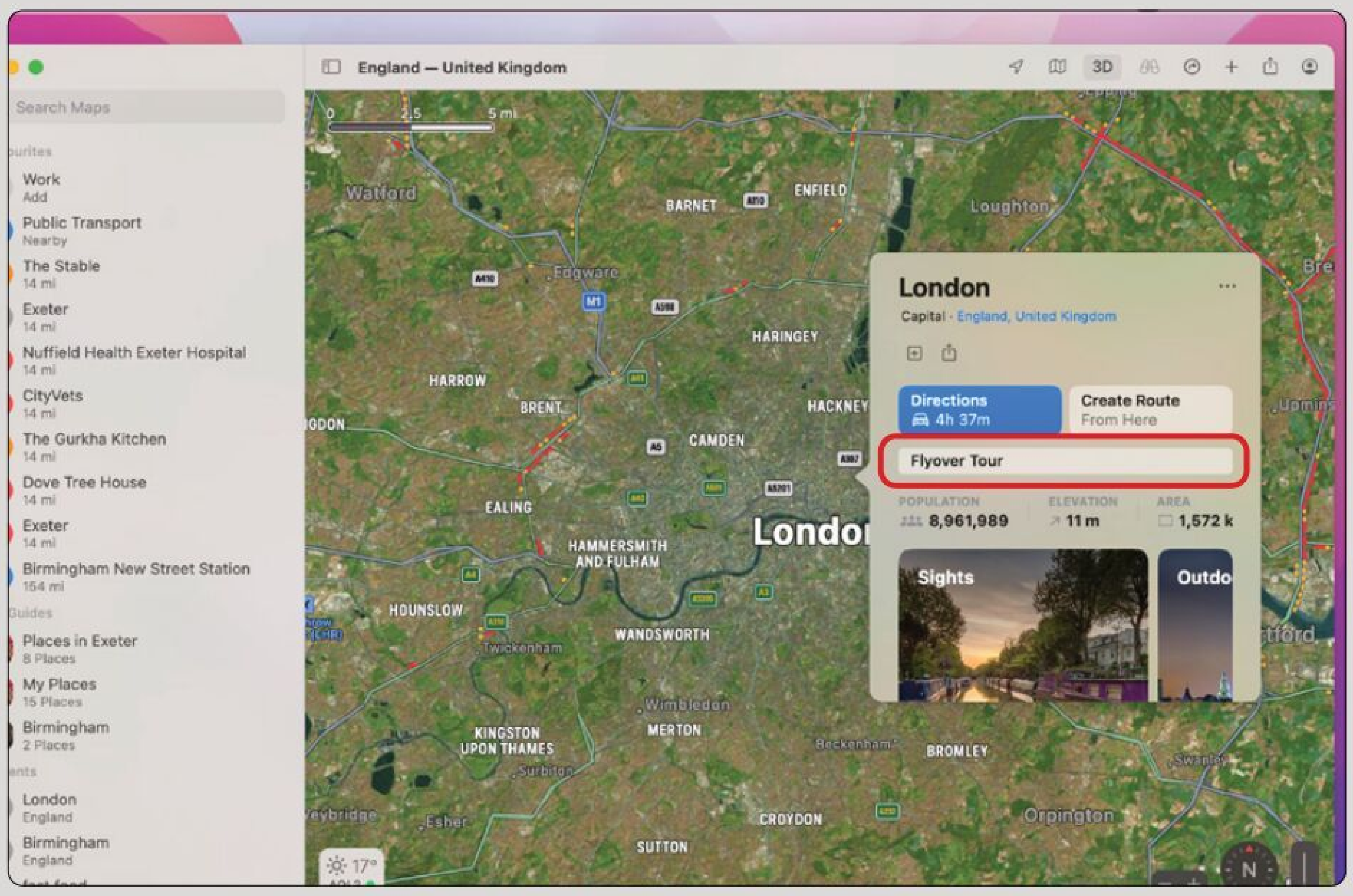

HORSEFERRY ROAD
Limehouse Basin
NARROW ST
NORTHEY ST

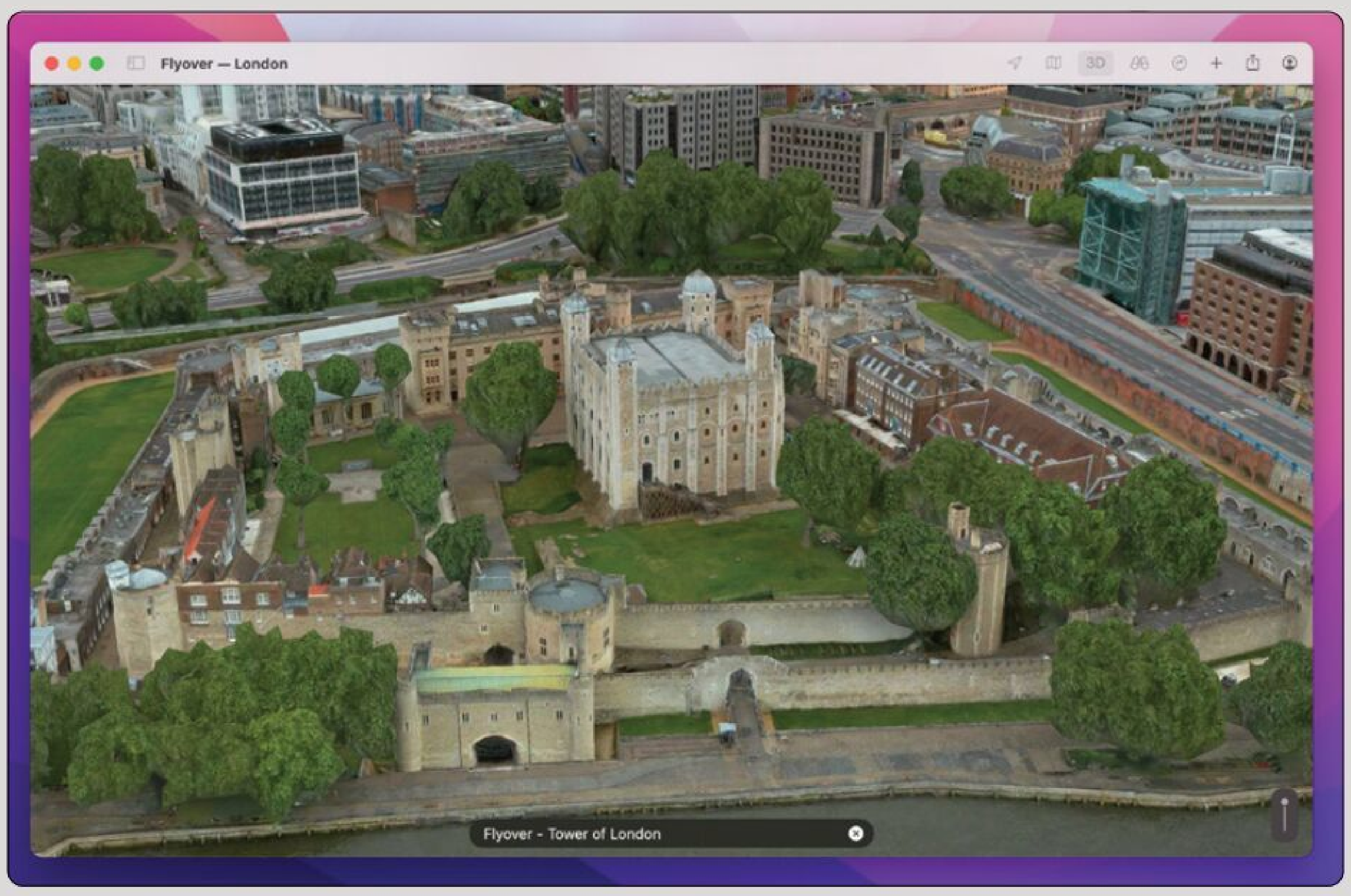

GOOD HART PL
BRANCH ROAD
Limehouse Basin

**3** Zoom in and the 3D aspect begins to unfold. While not everything on the planet is rendered in 3D, you can get to see some of the more famous buildings and locations, usually within major cities and with major landmarks. It's like you're there, minus the crowds!

**4** You can use trackpad gestures such as pinch in and out to zoom and twist to rotate the camera and see different parts of buildings and features. You can also tilt the camera by using the slider located next to the compass, in the bottom-right of the map screen.

# 3D Flyover Tours.

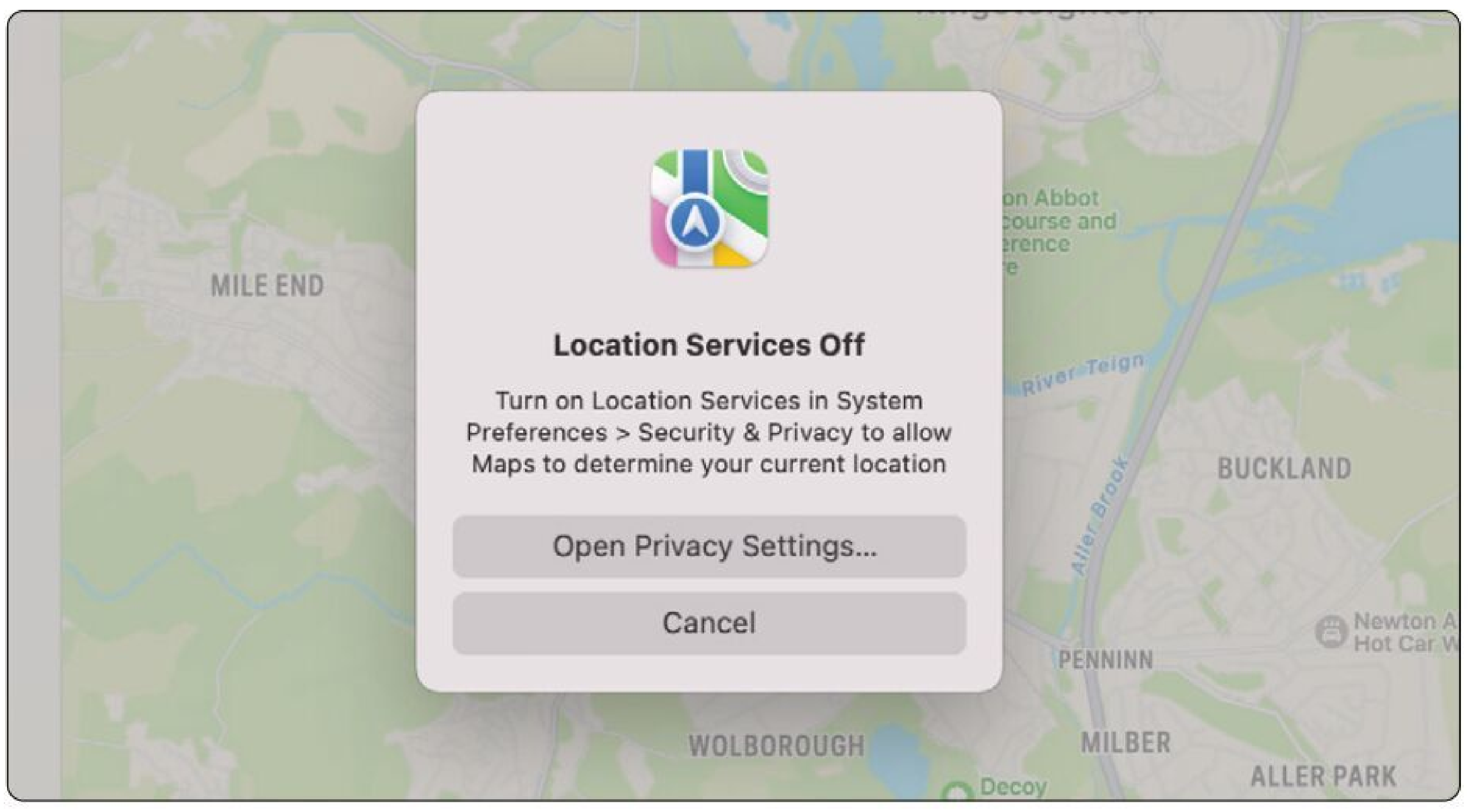

England — United Kingdom
London
Capital · England, United Kingdom
Directions
Create Route
Flyover Tour
POPULATION 8,961,989
ELEVATION 11 m
Sights


Flyover — London
Flyover - Tower of London

Some of the world's major cities offer Flyover Tours. To start a 3D Flyover Tour search for a city by name, and on the window that appears, click the Flyover Tour button. If it's not there, that city doesn't offer Flyover Tours.

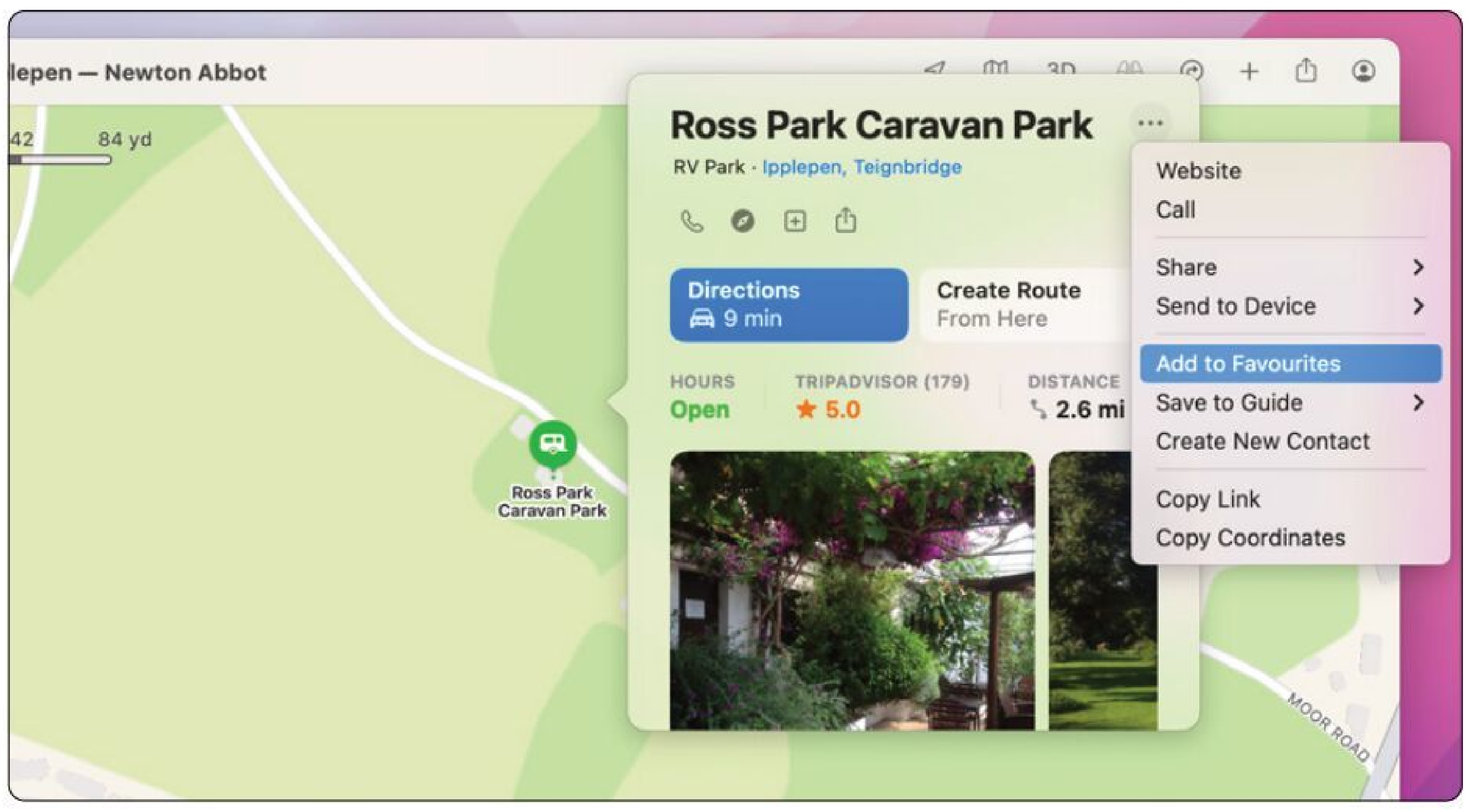
The 3D camera flies over major features and attractions, showing them off in great detail. What you're looking at is indicated in a panel at the foot of the Maps window. To end a Flyover Tour, click the 'x' found at the end of this panel.

# Customising the Maps App


MILE END
BUCKLAND
PENNINN
WOLBOROUGH
MILBER
ALLER PARK
Decoy
River Teign
Aller Brook
Newton Abbot
Open Privacy Settings...
Cancel

Location Services Off

Turn on Location Services in System Preferences > Security & Privacy to allow Maps to determine your current location

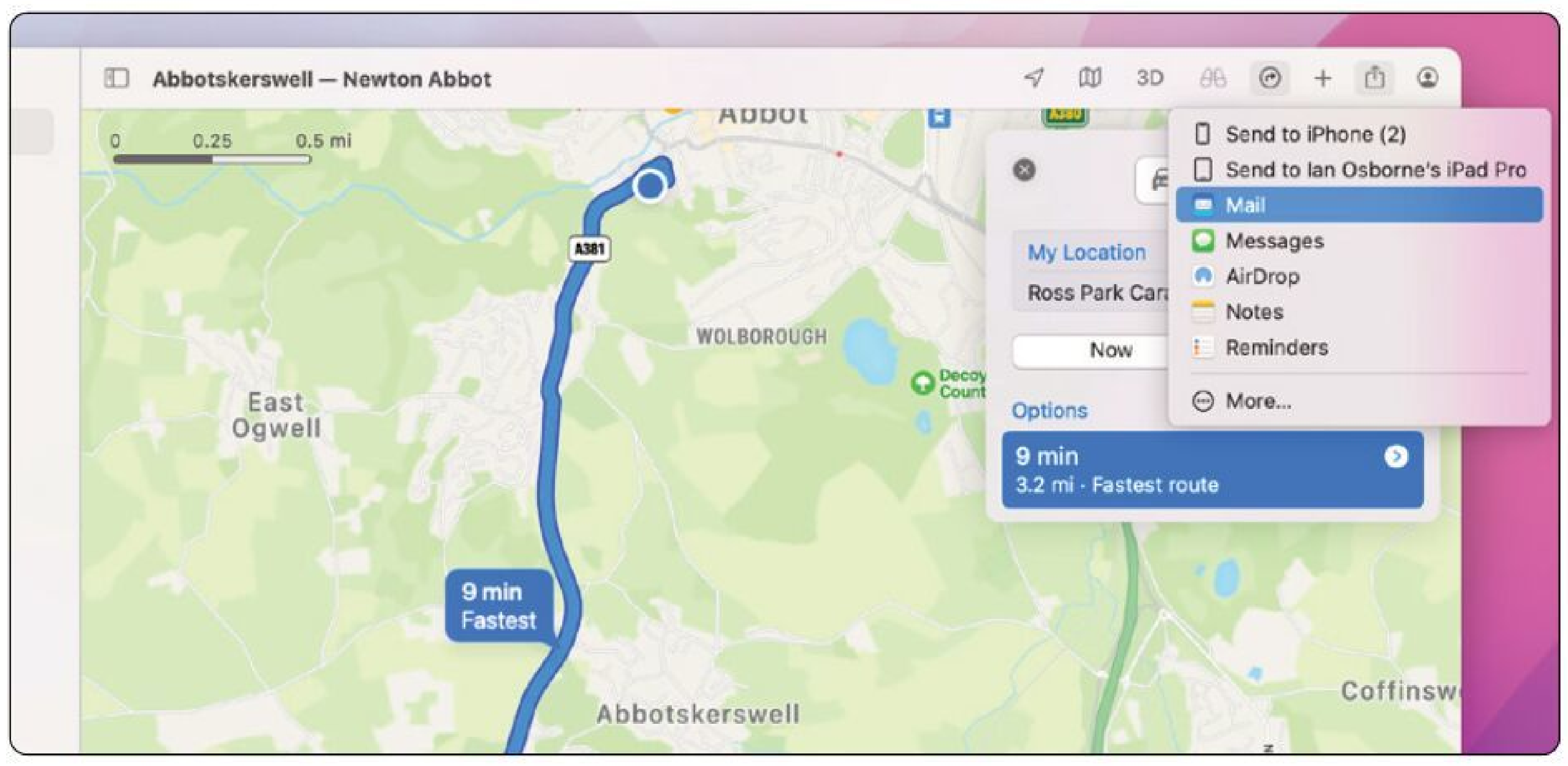

lepen — Newton Abbot
42
84 yd
Ross Park Caravan Park
RV Park · Ipplepen, Teignbridge
Directions
9 min
Create Route
From Here
HOURS
Open
TRIPADVISOR (179)
★ 5.0
DISTANCE
2.6 mi
Ross Park Caravan Park
Website
Call
Share
Send to Device
Add to Favourites
Save to Guide
Create New Contact
Copy Link
Copy Coordinates
MOOR ROAD

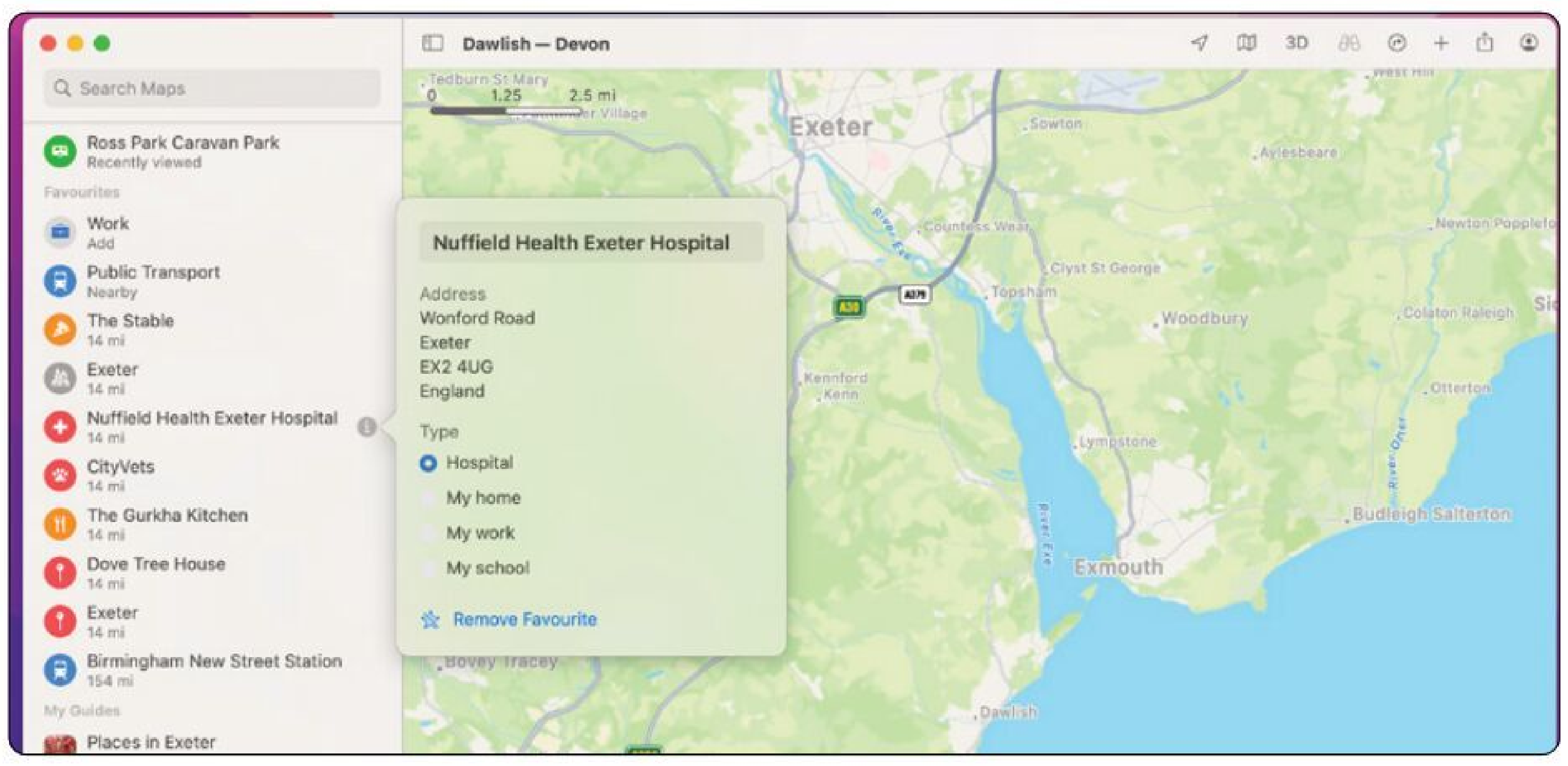
## Location Aware

If Maps isn't authorised to access your location, you get a message. Several of the options covered in this tutorial won't work unless you authorise the Location Services function. Click Open Privacy Settings, then the lock in the bottom left corner and enter your admin password. In the right-hand panel, tick Maps.

## Adding and Removing Favourites

To bookmark a location, click on its icon or right-click to Drop a Pin if there isn't one. In the information window, click the three horizontal dots. From the pop-up menu, select Add to Favourites. Once a Favourite is added, it appears in the left-panel; click the 'i' then Remove Favourite to delete it.


Abbotskerswell — Newton Abbot
3D
0
0.25
0.5 mi
A381
WOLBOROUGH
East Ogwell
Decoy Country
9 min
Fastest
Abbotskerswell
Coffinswell
My Location
Ross Park Cara
Now
Options
9 min
3.2 mi · Fastest route
Send to iPhone (2)
Send to Ian Osborne's iPad Pro
Mail
Messages
AirDrop
Notes
Reminders
More...


Search Maps
Ross Park Caravan Park
Recently viewed
Favourites
Work
Add
Public Transport
Nearby
The Stable
14 mi
Exeter
14 mi
Nuffield Health Exeter Hospital
14 mi
CityVets
14 mi
The Gurkha Kitchen
14 mi
Dove Tree House
14 mi
Exeter
14 mi
Birmingham New Street Station
154 mi
My Guides
Places in Exeter
Dawlish — Devon
3D
Exeter
Exmouth
Nuffield Health Exeter Hospital
Address
Wonford Road
Exeter
EX2 4UG
England
Type
Hospital
My home
My work
My school
Remove Favourite

## Sharing Routes

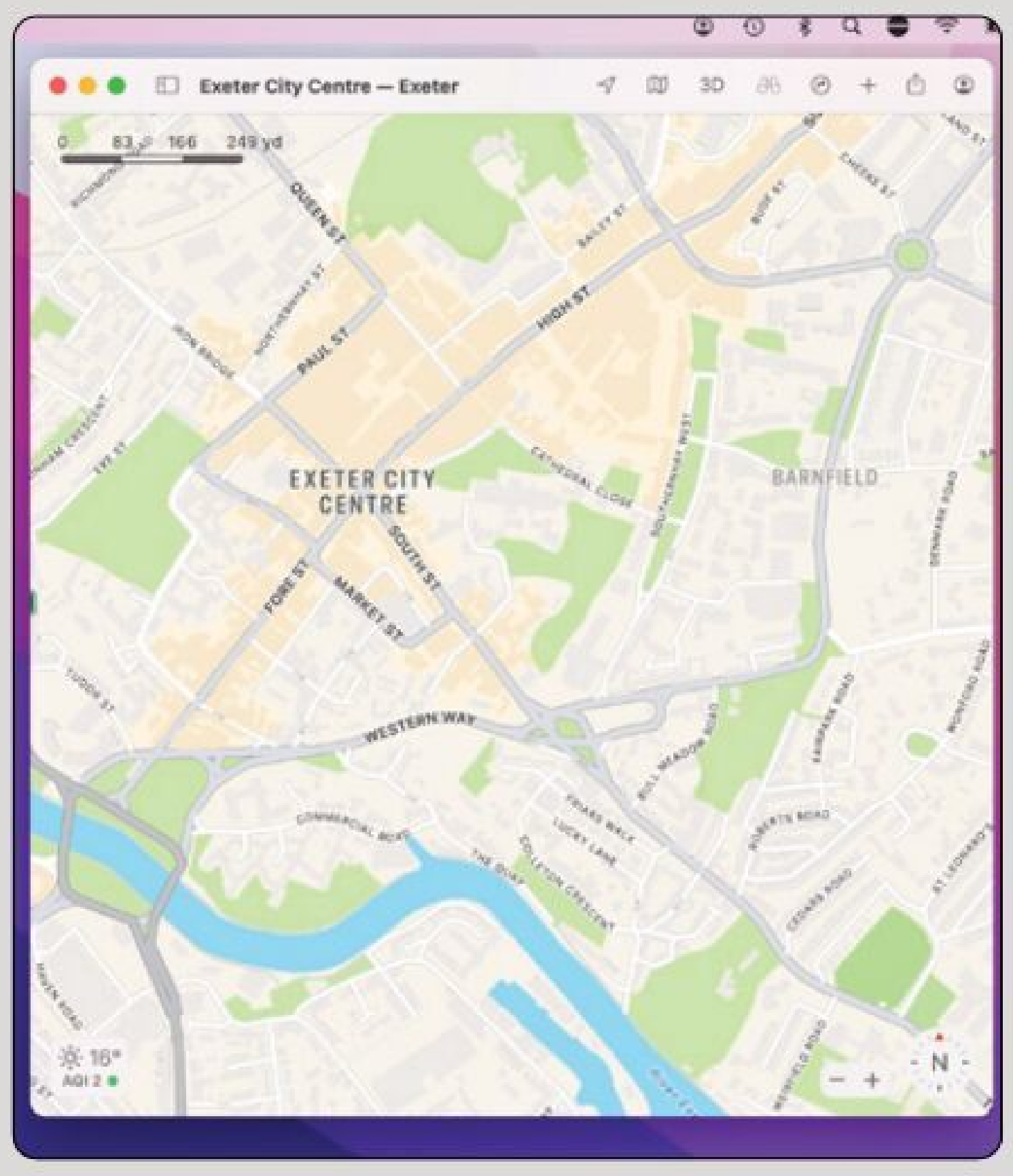
Having selected your choice of route, you can share it via social media or email or send directly to other macOS, OS X or iOS devices. The recipient receives a message with a link which, when accessed, opens the Maps app to display the route.

## Using Maps Favourites

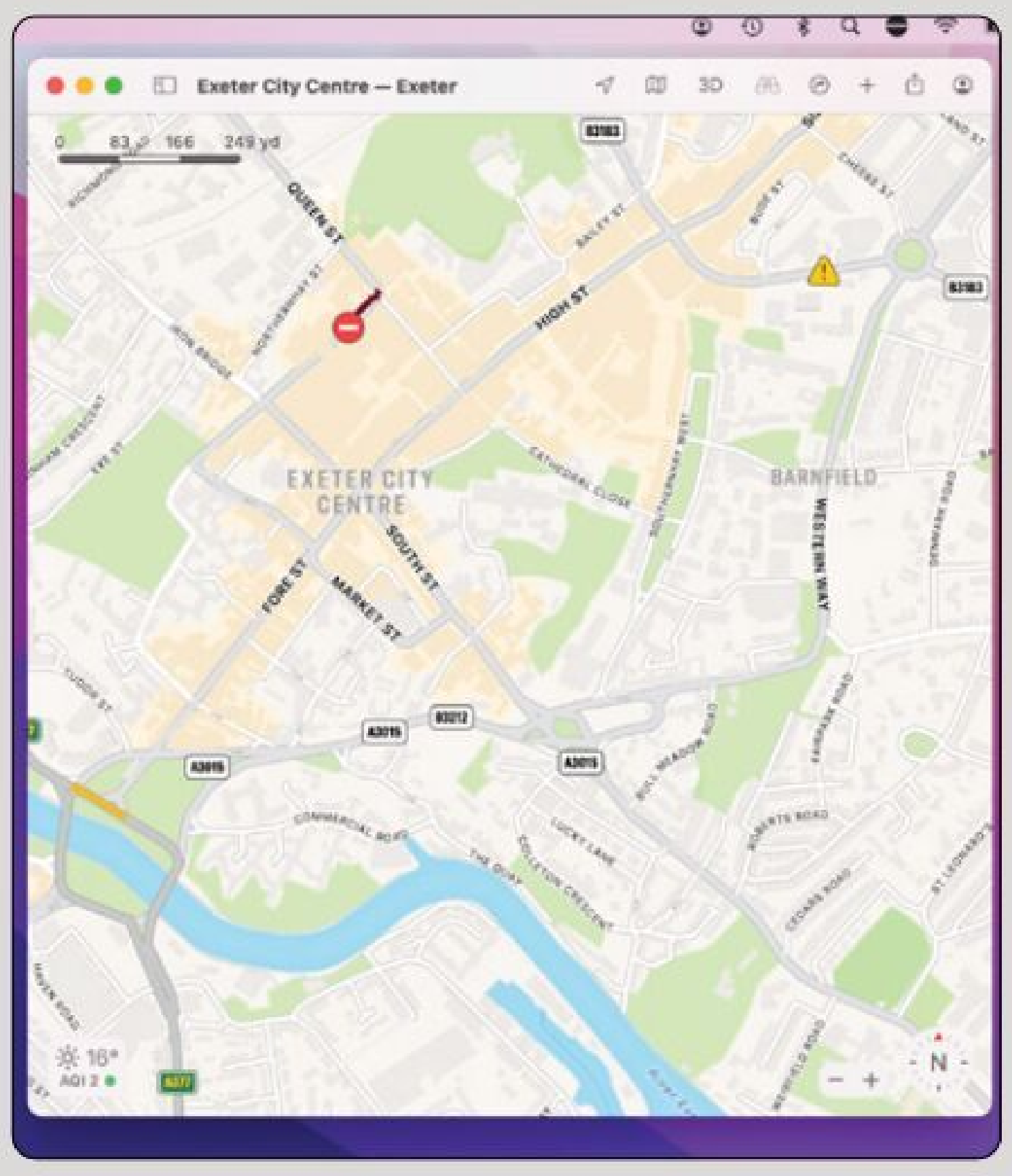
Your Favourites are located in the left-pane, click the 'i' next to one of them for more information. You can create a Type: Work, Home, School and rename it to something more meaningful if you want to find it again easily.

# Changing the View.

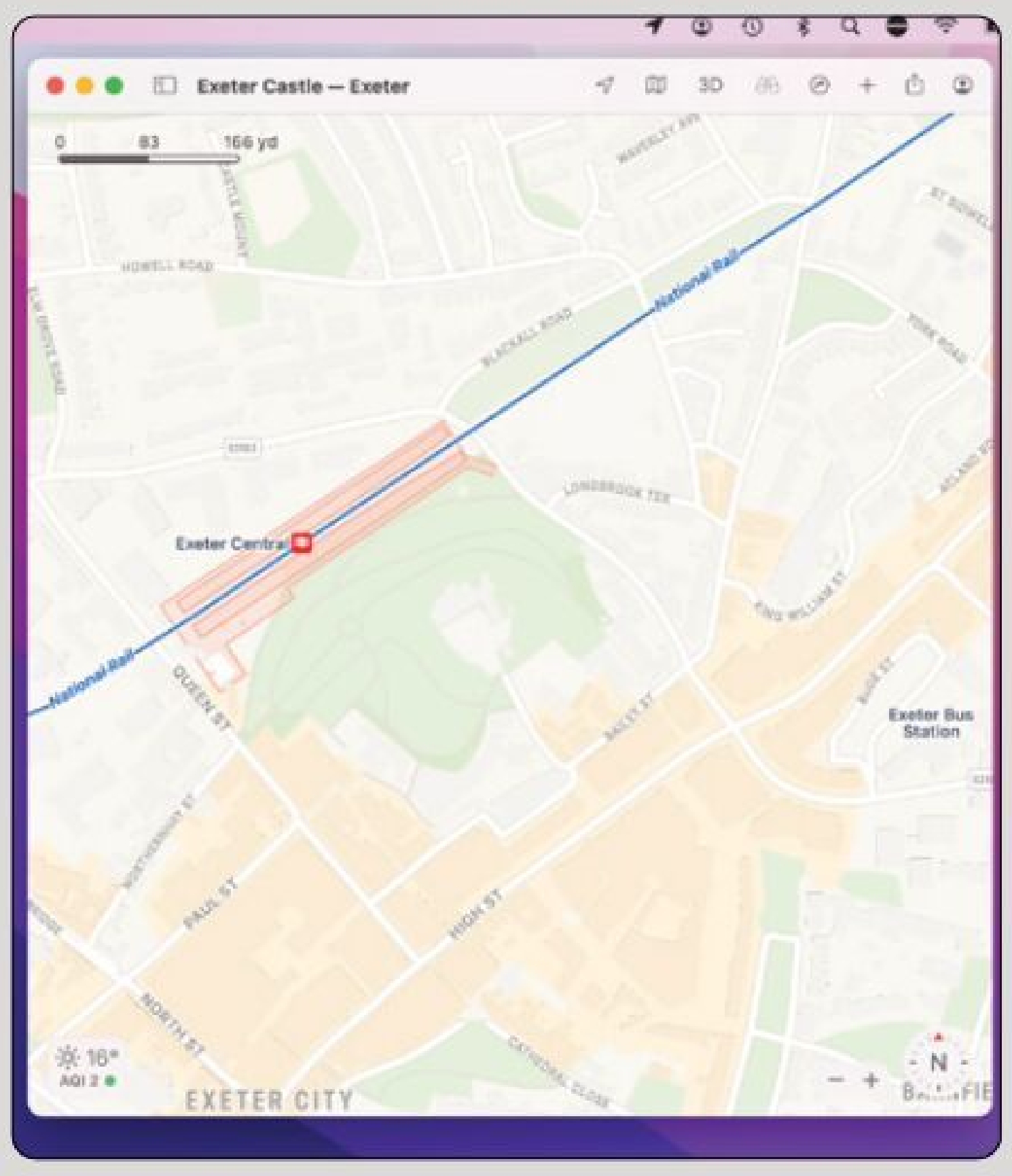
Click on the icon that looks like a folded-out map in the toolbar to access the different viewing options available in the Maps app. There are four types of map available, ranging from a regular line drawing to a satellite view taken from above.


Exeter City Centre — Exeter
EXETER CITY CENTRE
BARNFIELD
WESTERN WAY

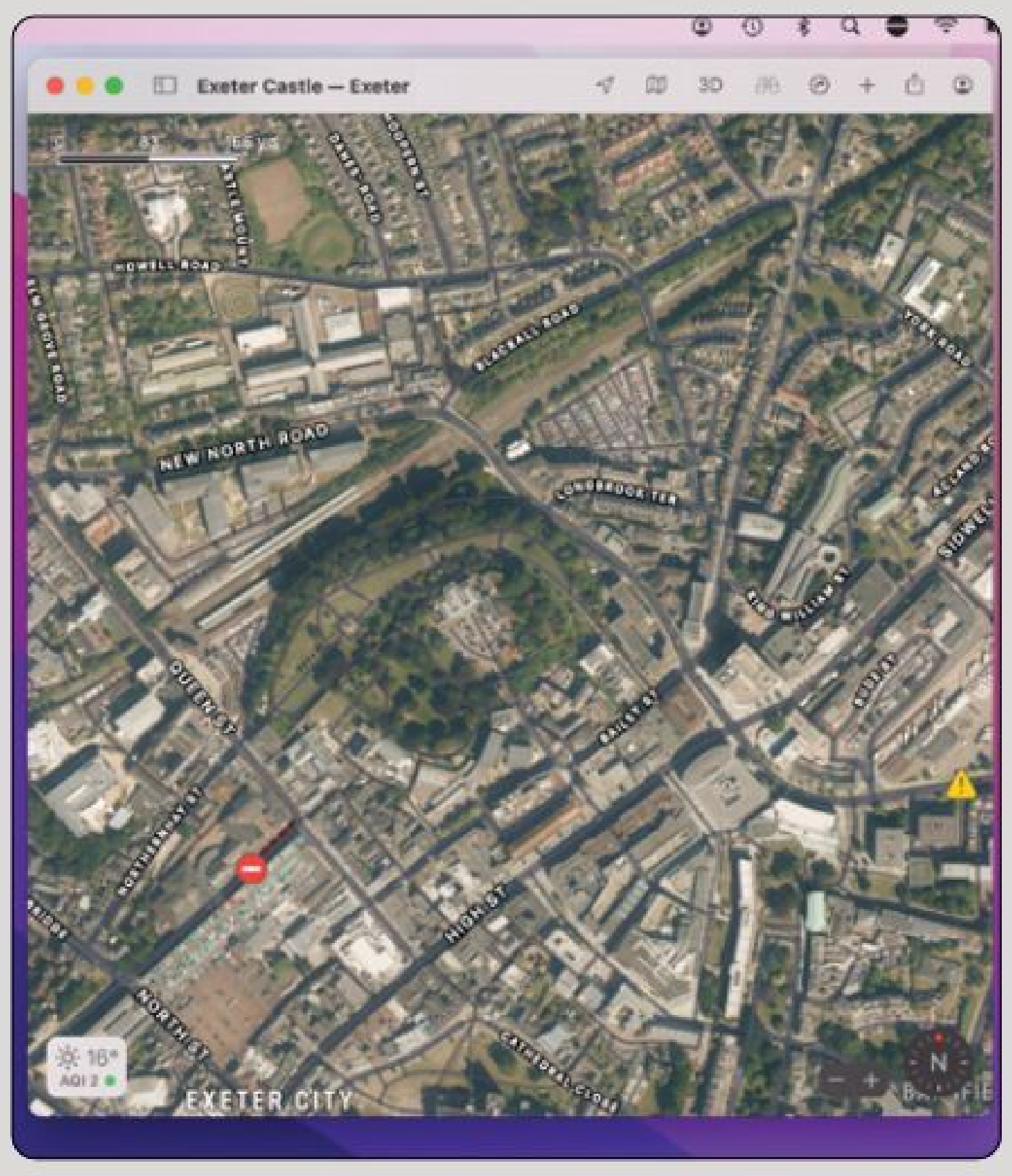
**Explore:** A regular map that looks just like the ones you buy from a shop.


Exeter City Centre — Exeter
EXETER CITY CENTRE
BARNFIELD

**Driving:** Similar to Explore, but with traffic and roadworks information added.


Exeter Castle — Exeter
Exeter Central
Exeter Bus Station
EXETER CITY

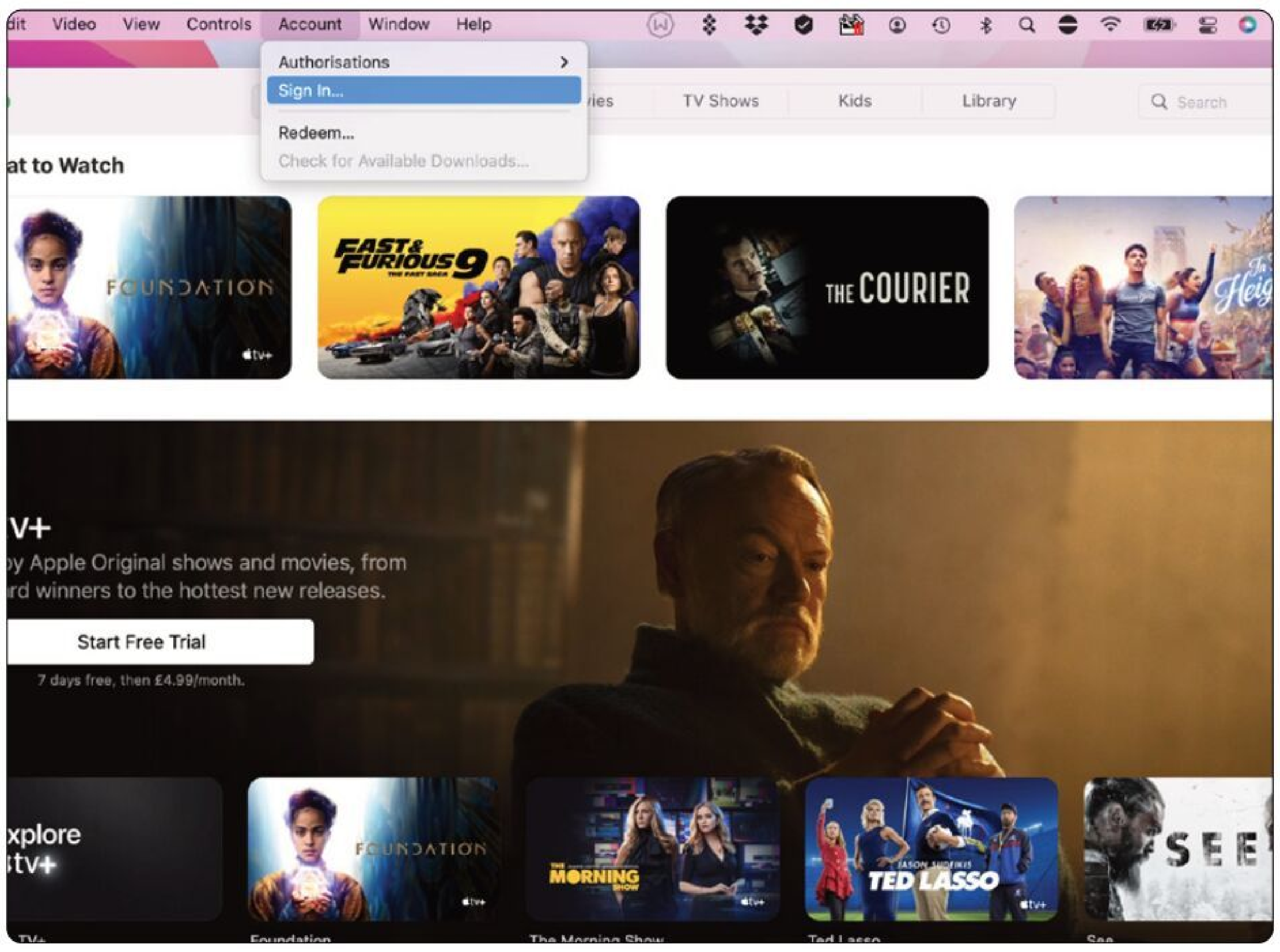
**Public Transport:** Here bus and rail information is conveniently displayed.


Exeter Castle — Exeter
NEW NORTH RD
EXETER CITY

**Satellite:** A view made up of photographs. Zoom in and out for detail.

# TV App
## Watch on Your Mac

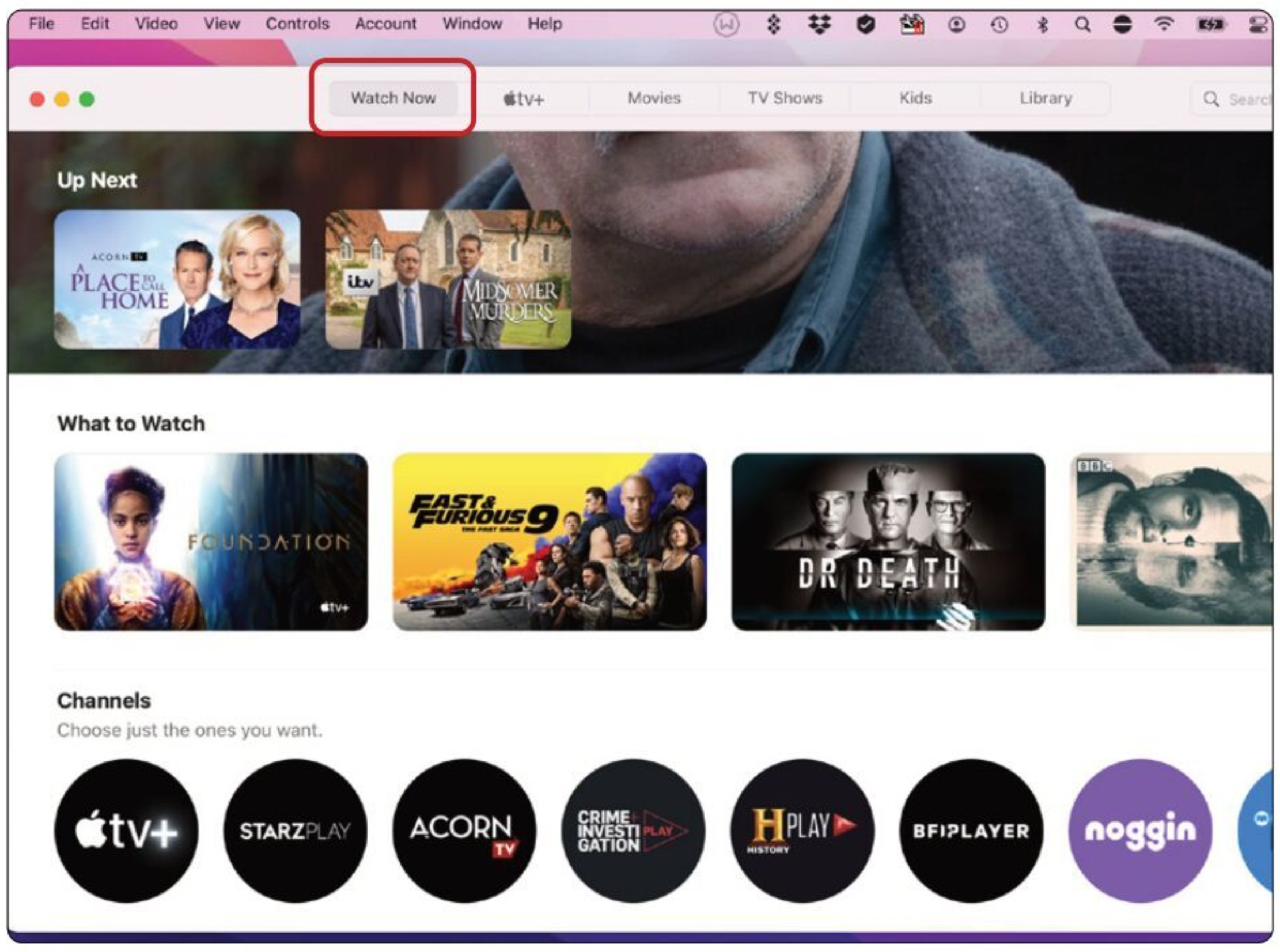
The TV app has long been a popular means of buying and watching television shows and movies on iOS, and now it's come to the Mac. If you've already bought video media on the iTunes Store, in macOS Monterey, you'll find it in the TV app. How does it work? Let's tune in and find out.


dit
Video
View
Controls
Account
Window
Help
Authorisations
Sign In...
Redeem...
Check for Available Downloads...
ies
TV Shows
Kids
Library
Search
at to Watch
FOUNDATION
FAST & FURIOUS 9
THE COURIER
V+
Start Free Trial
xplore
tv+
FOUNDATION
THE MORNING SHOW
TED LASSO
SEE

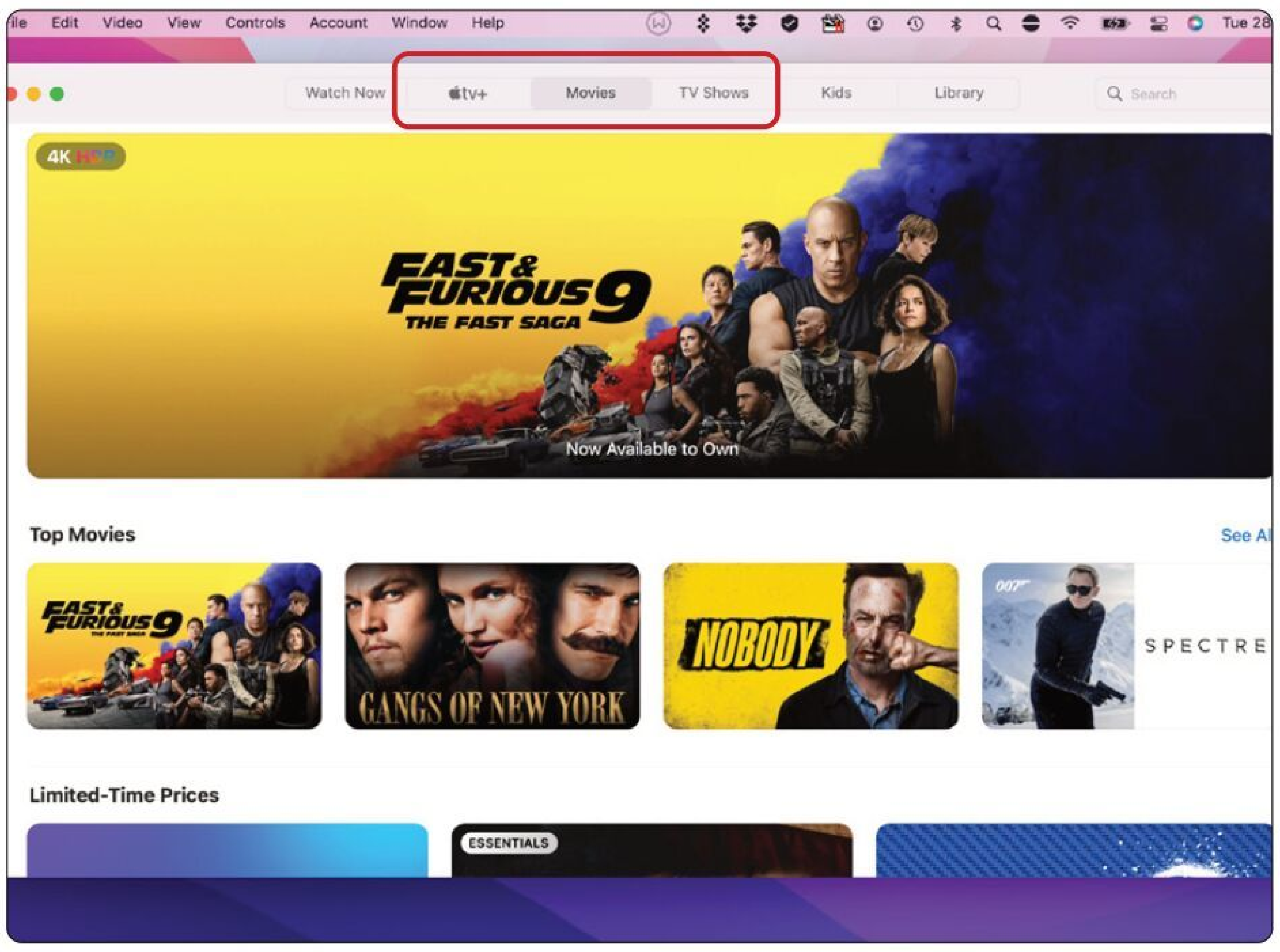
y Apple Original shows and movies, from
rd winners to the hottest new releases.

7 days free, then £4.99/month.

**1** Open the TV app, and click on the Account menu in the top bar. If you're not signed into your Apple account, select Sign In and enter your Apple ID and Password in the fields provided, then click the Sign In button below them.


File
Edit
Video
View
Controls
Account
Window
Help
Watch Now
tv+
Movies
TV Shows
Kids
Library
Search
Up Next
A PLACE TO CALL HOME
MIDSOMER MURDERS
What to Watch
FOUNDATION
FAST & FURIOUS 9
DR DEATH
Channels
Choose just the ones you want.
tv+
STARZPLAY
ACORN TV
CRIME INVESTIGATION PLAY
HPLAY
BFI PLAYER
noggin

**2** Look at the tabs at the top of the window. Watch Now is the TV app's front page, showing movies and TV shows you've previously bought alongside those available to buy or rent from the app. Scroll up for more suggestions.


ile
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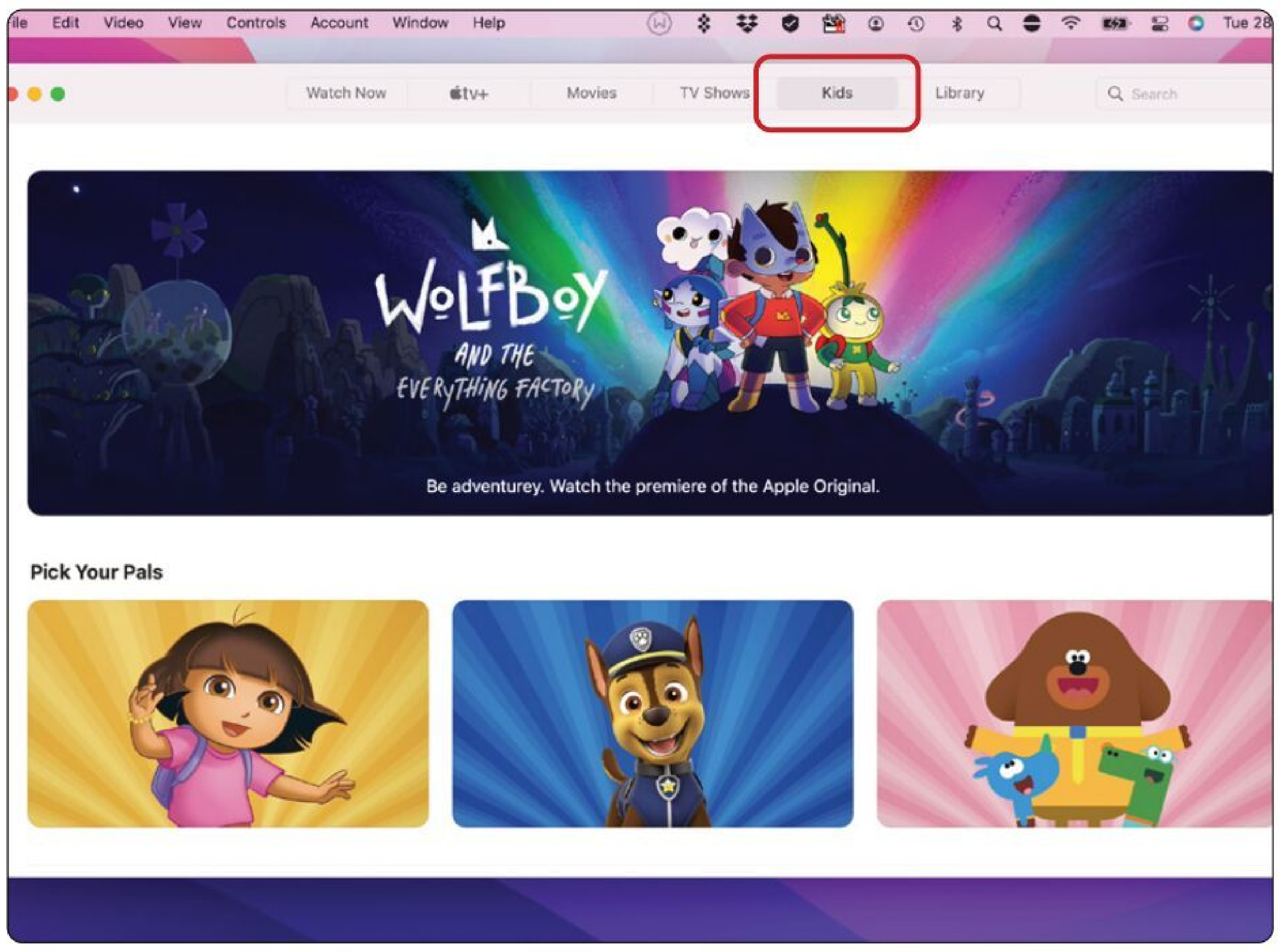
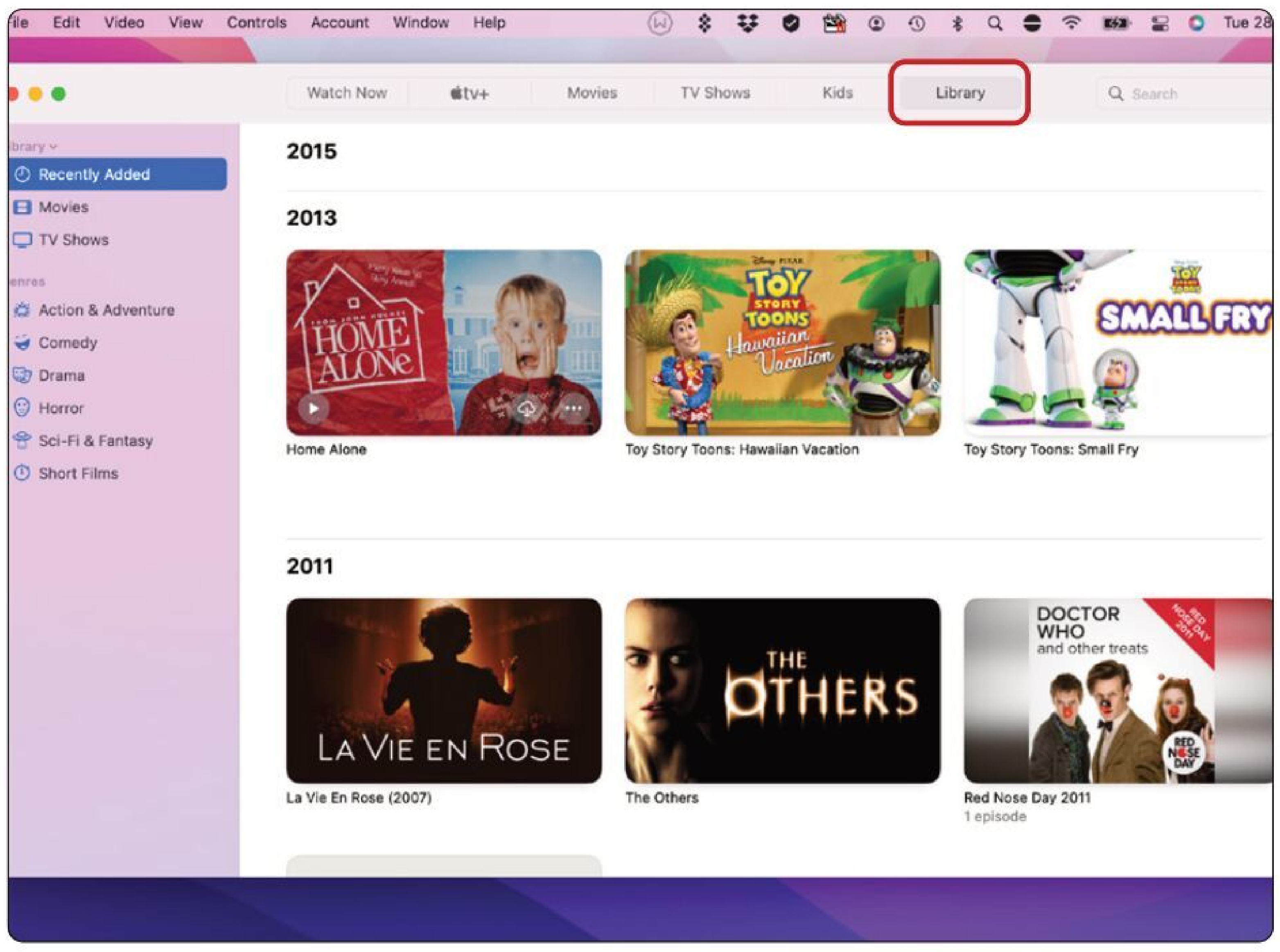
Video
View
Controls
Account
Window
Help
Tue 28
Watch Now
tv+
Movies
TV Shows
Kids
Library
Search
4K
FAST & FURIOUS 9
THE FAST SAGA
Now Available to Own
Top Movies
See Al
GANGS OF NEW YORK
NOBODY
SPECTRE
Limited-Time Prices
ESSENTIALS

**3** If you subscribe, watch TV+ in the tab. Under the Movies and TV shows tabs you can buy and/or rent films and programmes. TV shows can be bought individually or on a per-series basis; scroll up for available episodes.

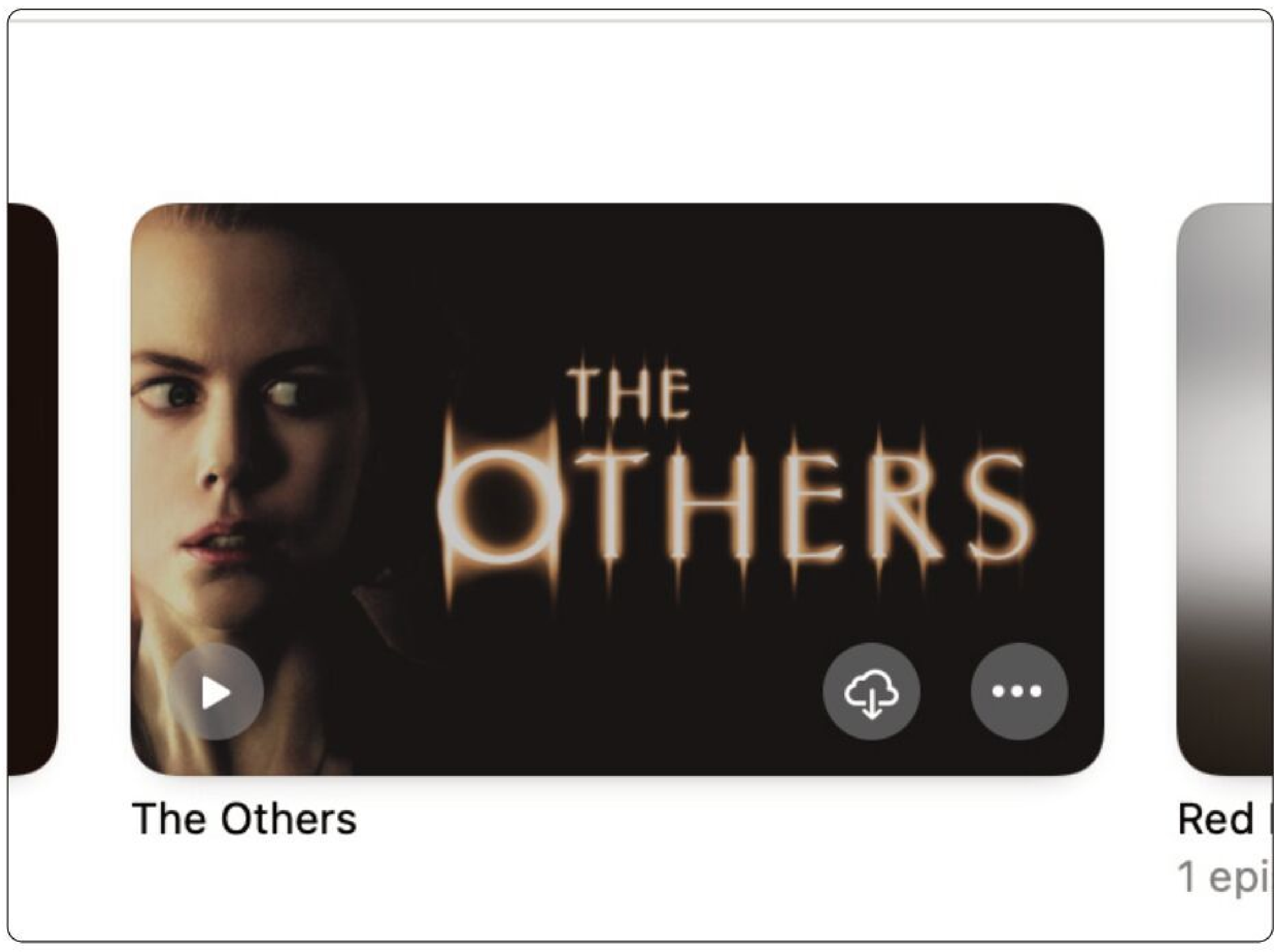

ile
Edit
Video
View
Controls
Account
Window
Help
Tue 28
Watch Now
tv+
Movies
TV Shows
Kids
Library
Search
WolfBoy AND THE EVERYTHING FACTORY
Pick Your Pals

Be adventurey. Watch the premiere of the Apple Original.

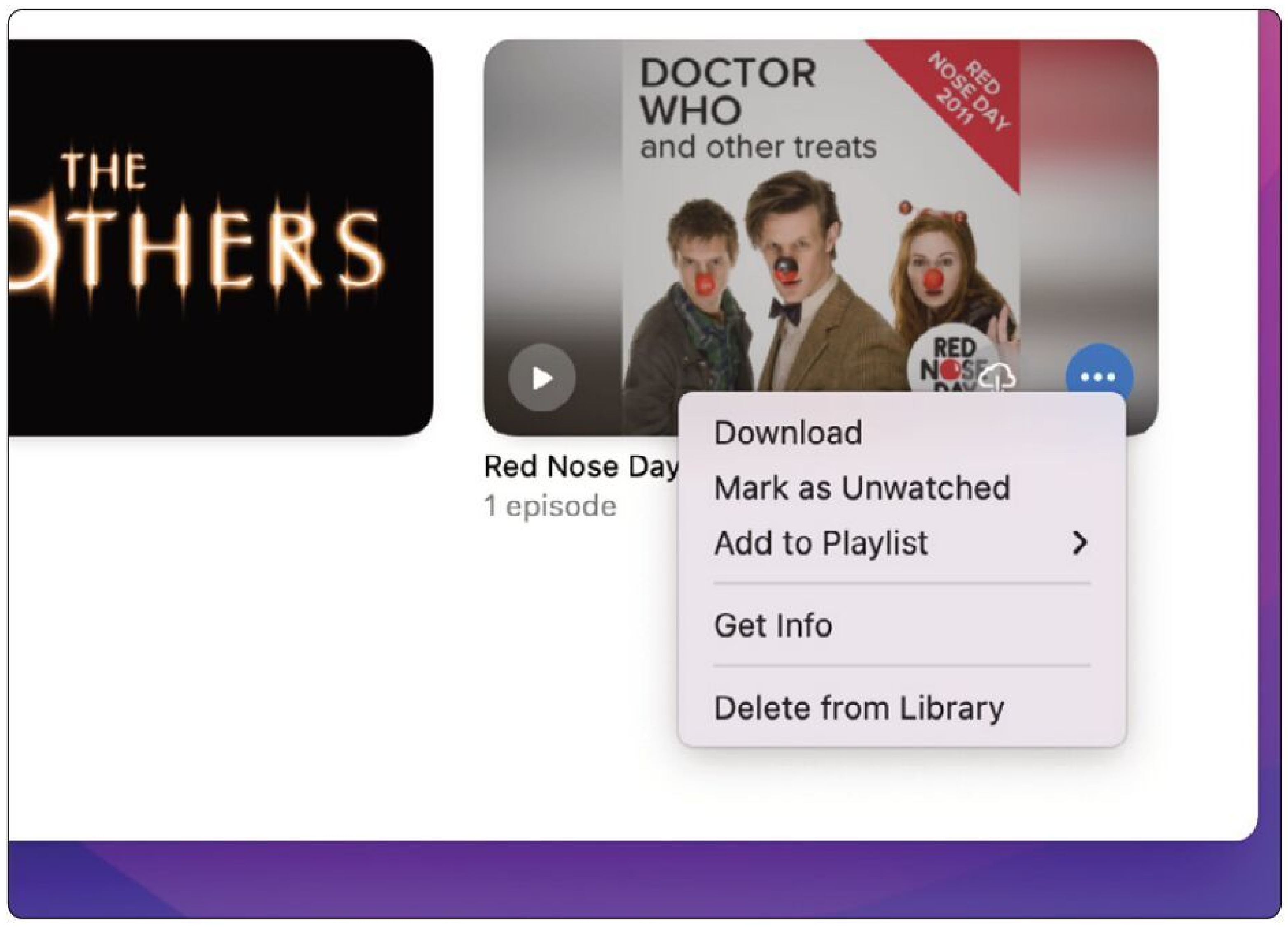
**4** The Kids tab is, unsurprisingly, for children's programmes. Again, click a show, and scroll up to see which episodes are available. Click the triangle next to the Season number and you can switch to a different season.


Watch Now
tv+
Movies
TV Shows
Kids
Library
Search
Recently Added
Movies
TV Shows
Action & Adventure
Comedy
Drama
Horror
Sci-Fi & Fantasy
Short Films
2015
2013
Home Alone
Toy Story Toons: Hawaiian Vacation
Toy Story Toons: Small Fry
2011
La Vie En Rose (2007)
The Others
Red Nose Day 2011
1 episode

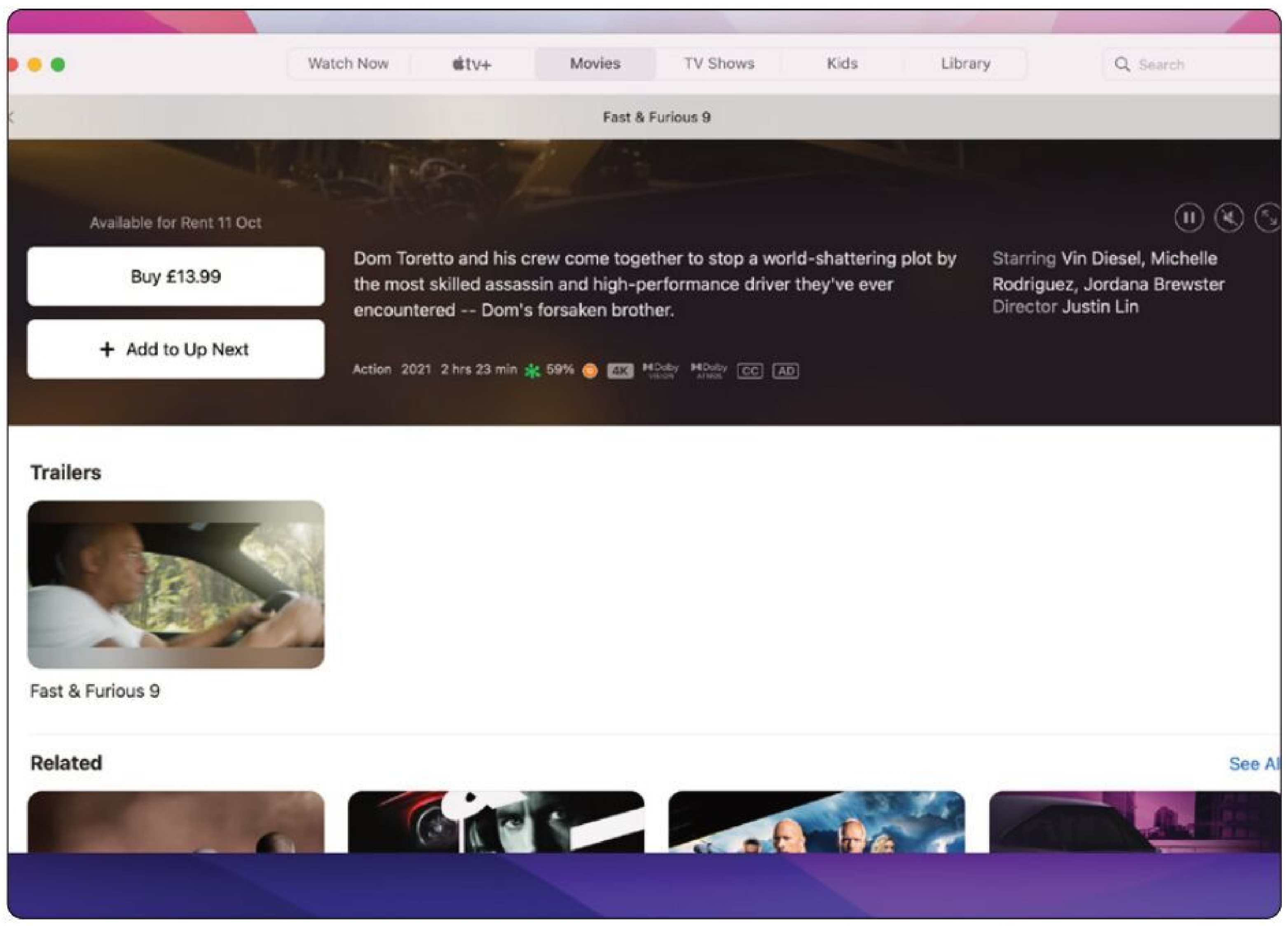
**5** The Library tab takes you to your collection of movies and shows, those you've purchased previously. In the left hand sidebar, you can view according to when you added them, films only, TV only, or according to genre.


The Others
Red
1 epi

**6** Hover the mouse pointer over a movie or TV show in your library and you get these icons. Click on the Play icon to play it. The cloud with the arrow on it lets you download it for later viewing. This is essential if you watch offline.


Red Nose Day
1 episode
Download
Mark as Unwatched
Add to Playlist
Get Info
Delete from Library

**7** Click on the Three-dots icon, found by hovering over a show, and you get a pop-up menu. This lets you download the show, mark it as watched or unwatched, add it to a playlist, get an interesting information window and more.

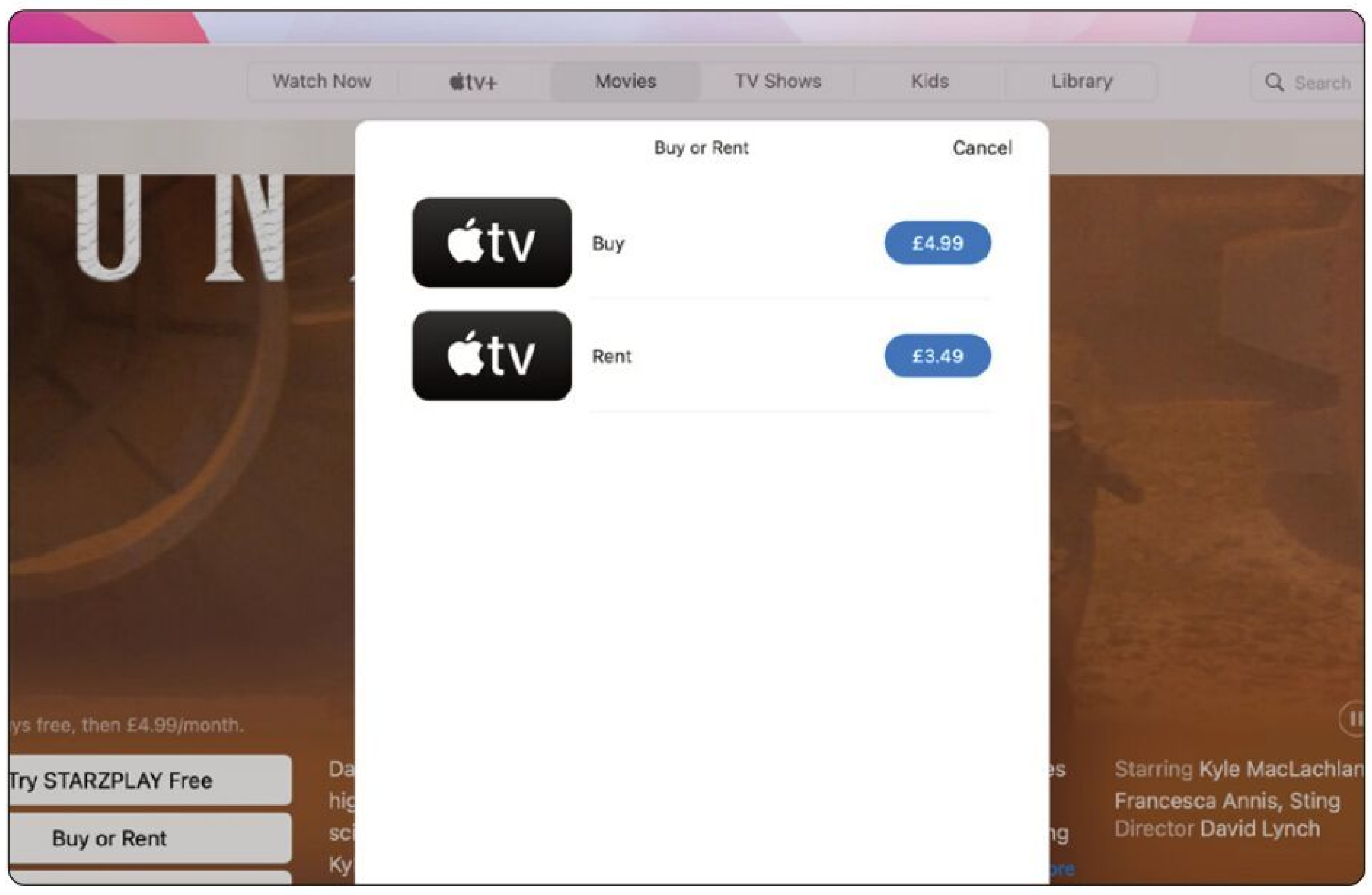

Watch Now
tv+
Movies
TV Shows
Kids
Library
Search
Fast & Furious 9
Available for Rent 11 Oct
Buy £13.99
Add to Up Next
Trailers
Fast & Furious 9
Related
See All

Dom Toretto and his crew come together to stop a world-shattering plot by the most skilled assassin and high-performance driver they've ever encountered -- Dom's forsaken brother.

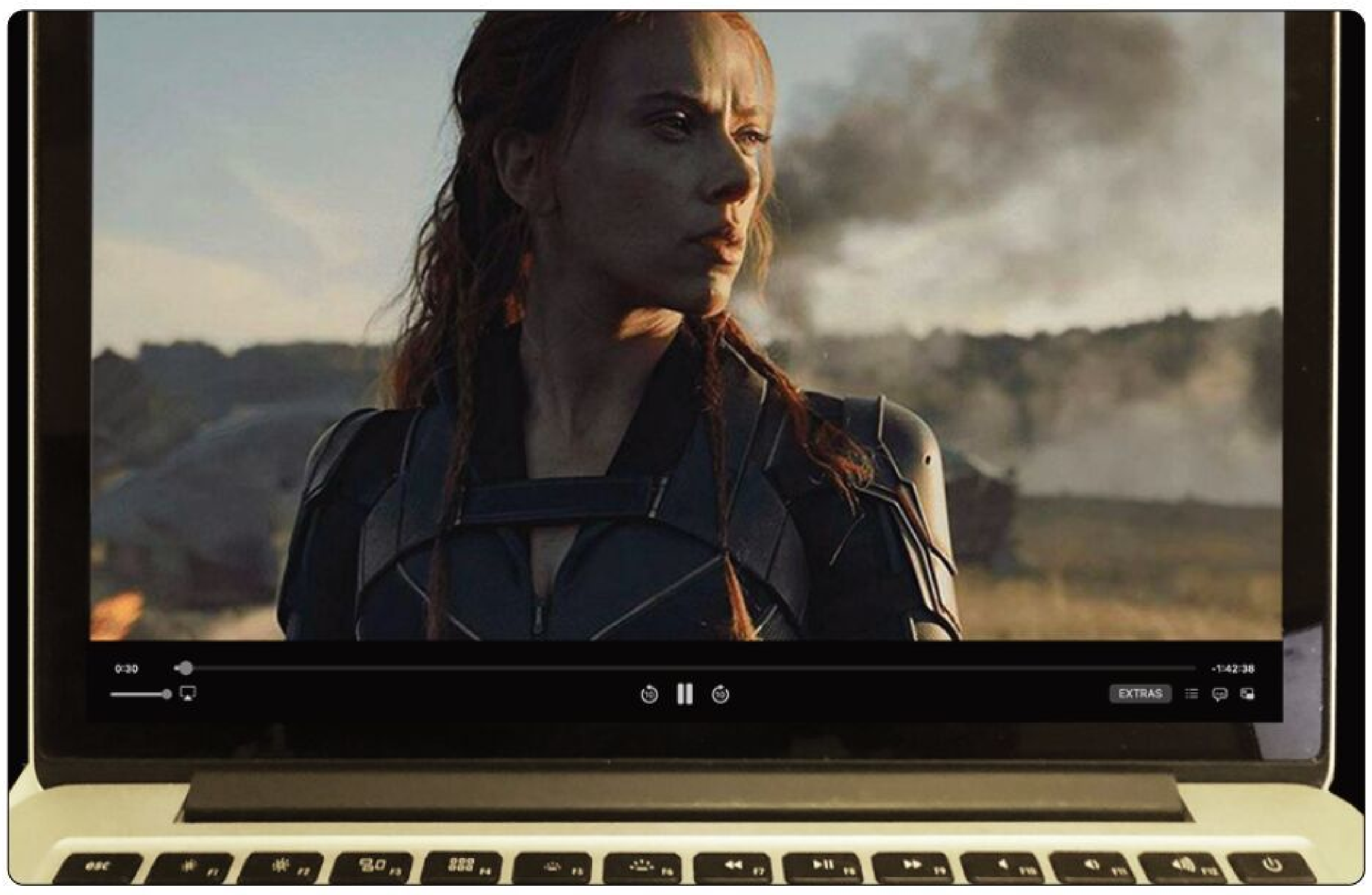
Starring Vin Diesel, Michelle Rodriguez, Jordana Brewster
Director Justin Lin

Action 2021 2 hrs 23 min

**8** When looking at a movie to buy or rent, scroll up and you might find a trailer. These, of course, can be viewed for free. The Add To Up Next button adds them to your Up Next list, which is found at the top of the Watch Now screen.


Watch Now
tv+
Movies
TV Shows
Kids
Library
Search
Buy or Rent
Cancel
tv
Buy
£4.99
tv
Rent
£3.49
Try STARZPLAY Free
Buy or Rent
Starring Kyle MacLachlan, Francesca Annis, Sting
Director David Lynch

**9** Click a Buy or Rent button and a window appears, showing you how much it is to do each. Click one of the prices to do so. Rented media is removed 30 days after renting it, or 48 hours after you start watching it, whichever is sooner.

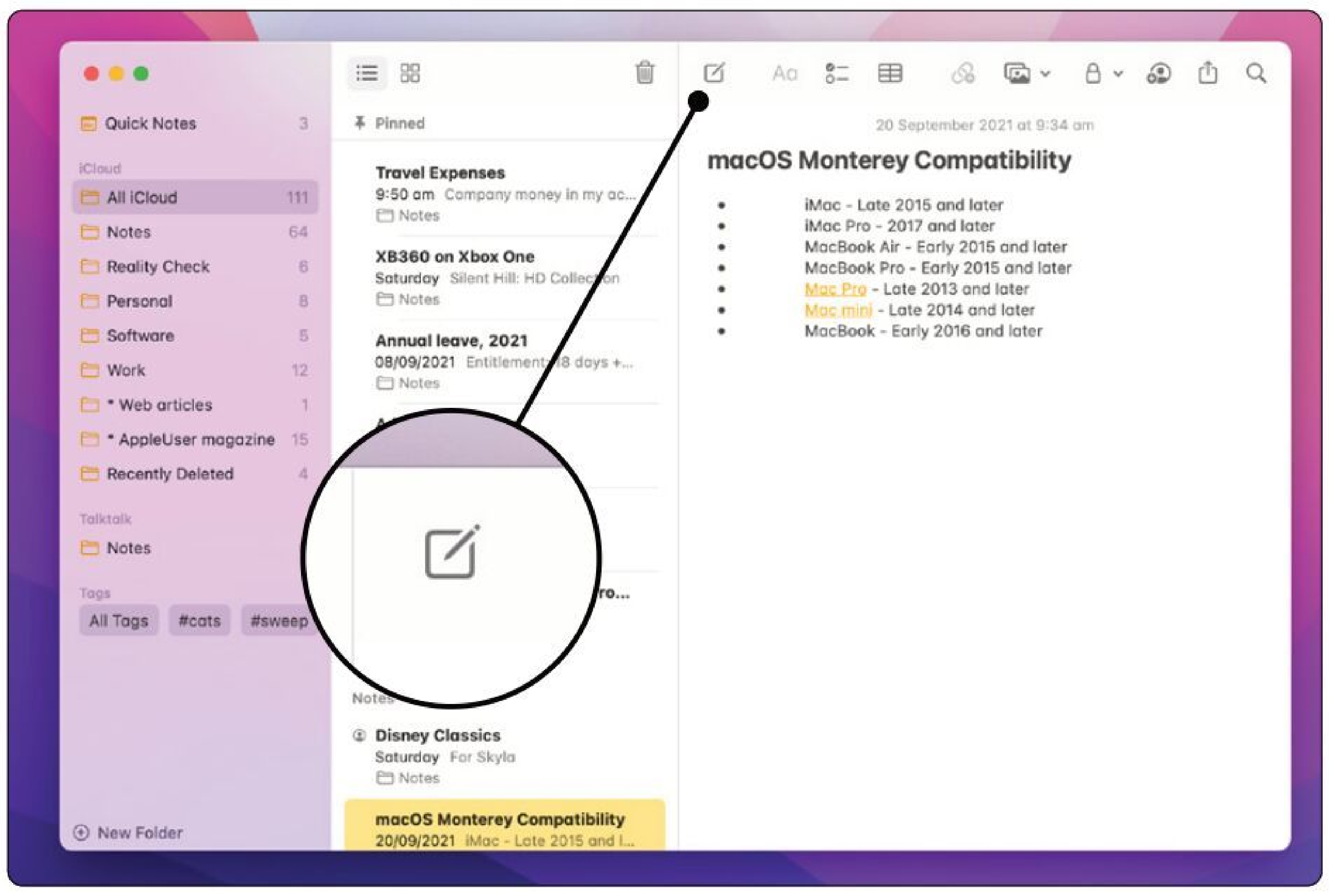


**10** When watching a show, move the mouse pointer for controls. These include pause/play, skip forward or backward, close the viewing window, add subtitles, and watch the show in a small window that floats on top of the desktop.

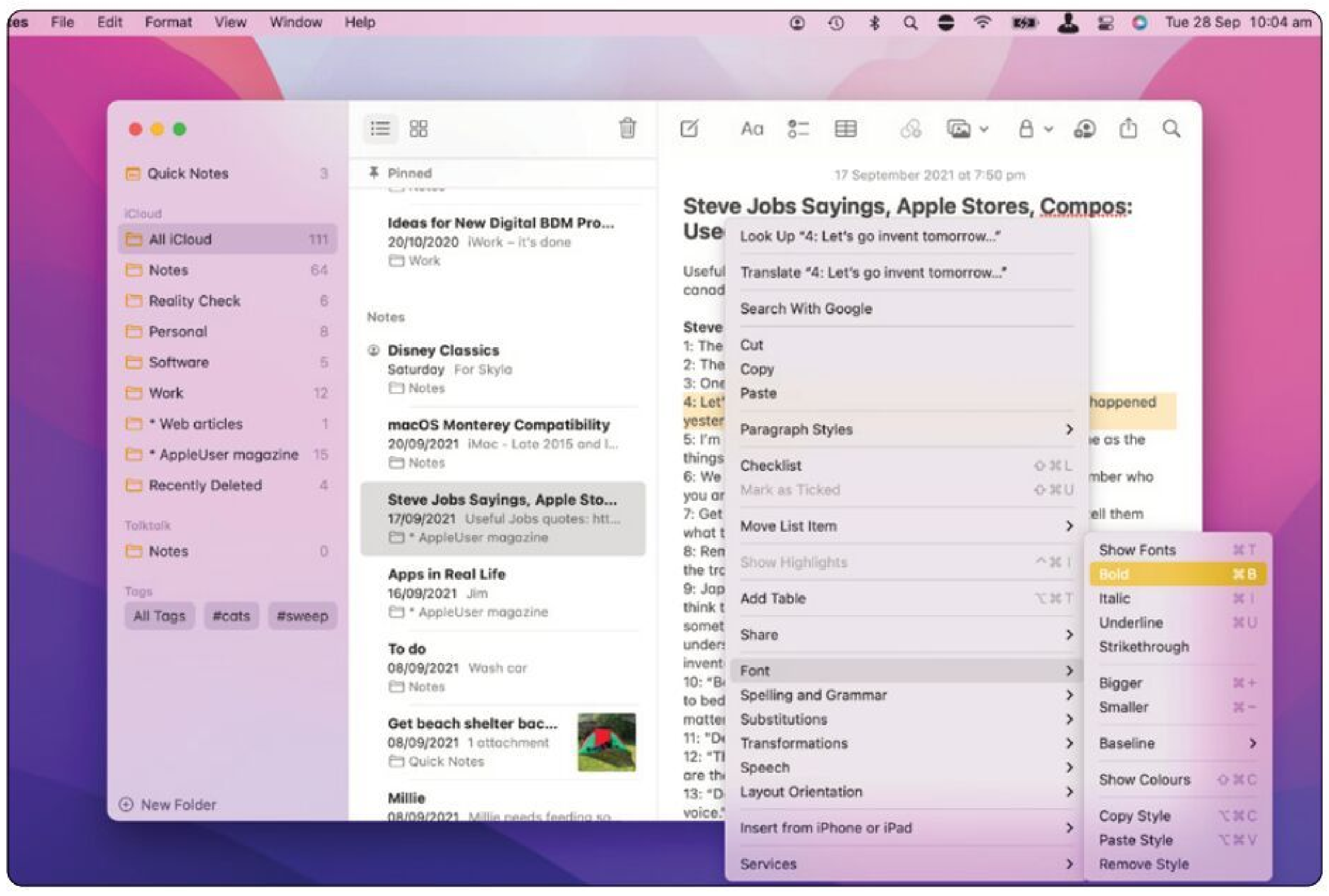
# Notes
# Store Your Jottings

The Notes app is a remarkably powerful, yet simple, virtual notepad. With it you can jot down your thoughts and ideas or create complex notes that are easily edited and fully searchable; and you can also sync your notes to your iCloud account. There's more to Notes than first meets the eye.

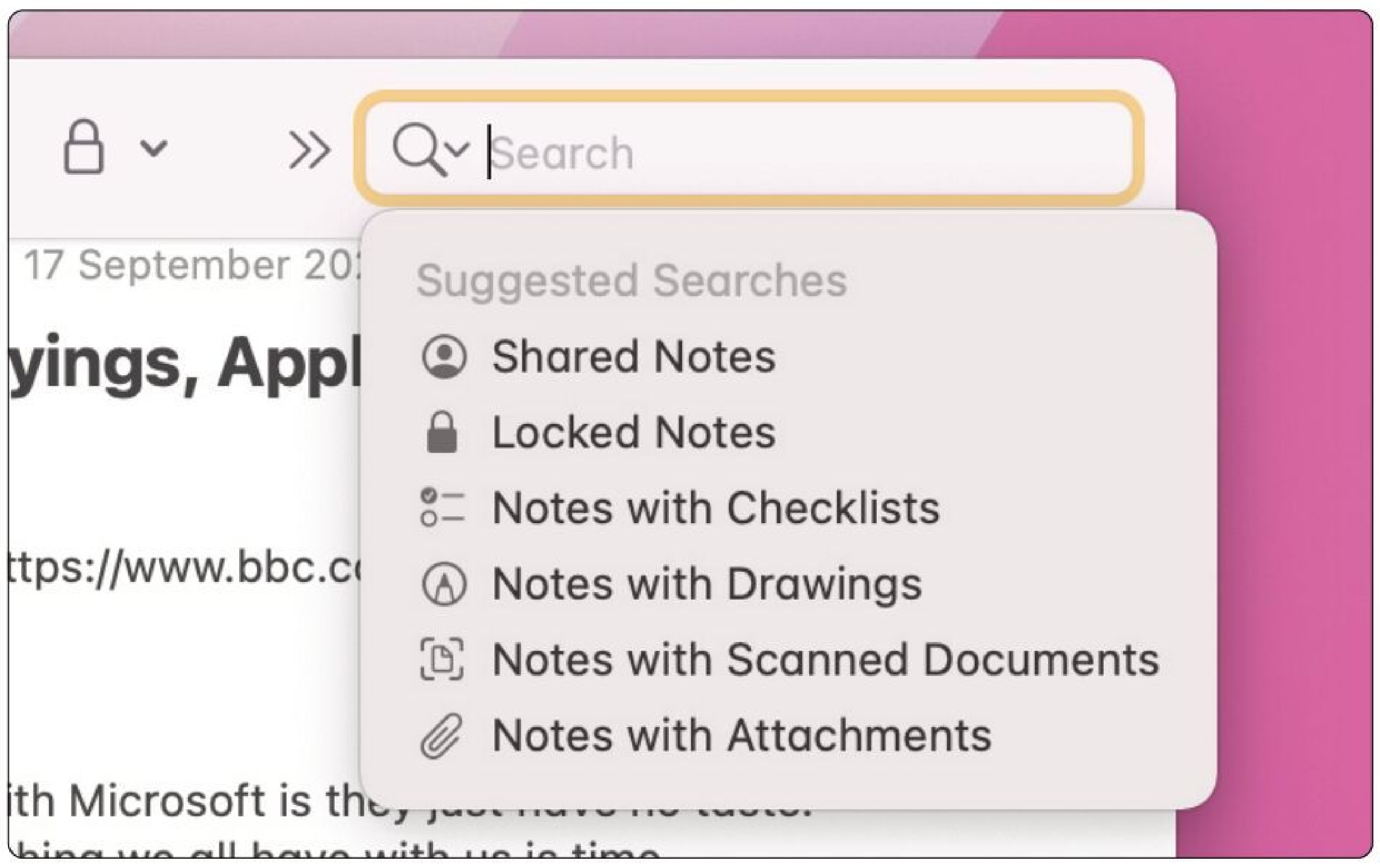
## Creating, Editing and Searching Notes



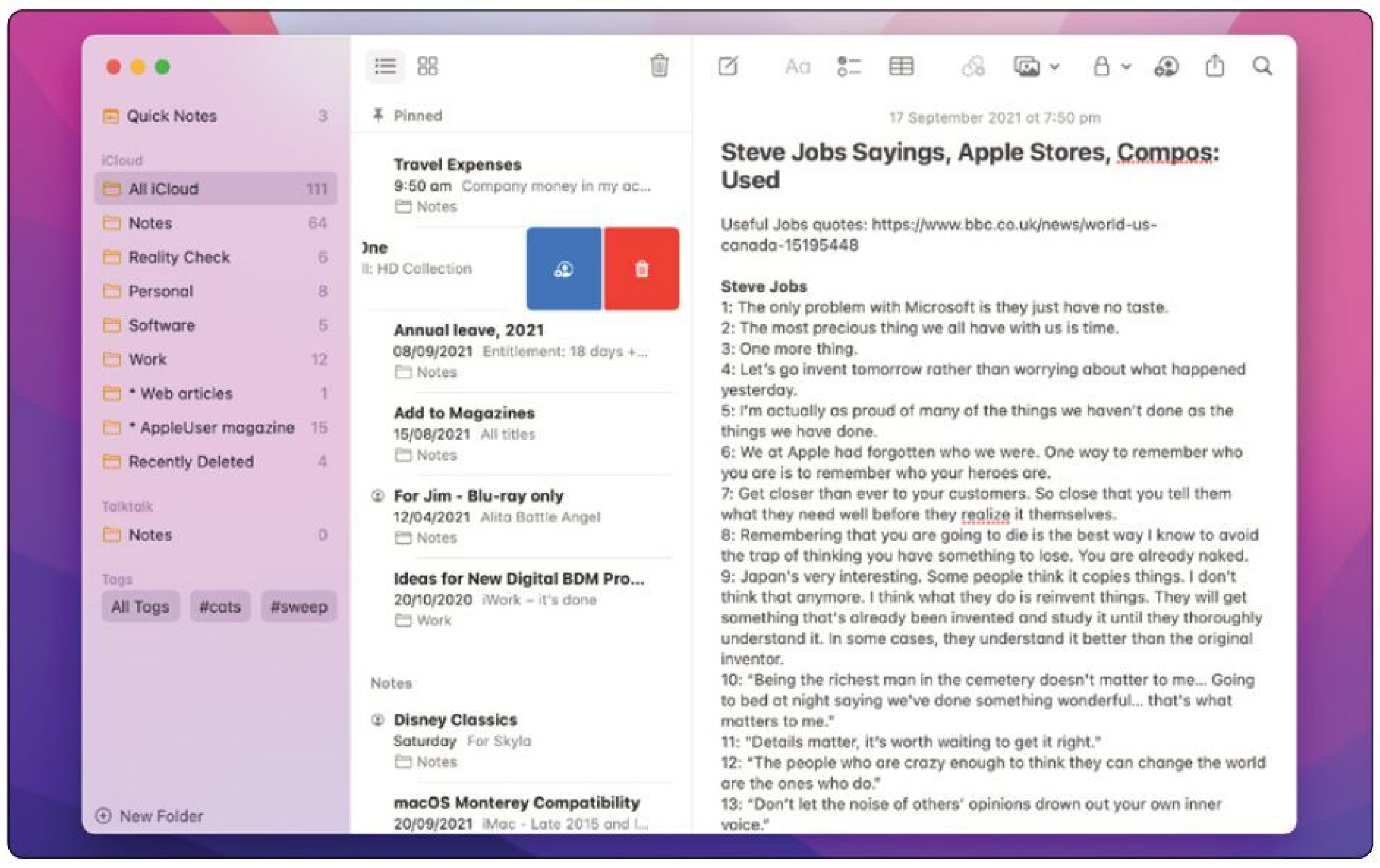
**1** To create a new note, first of all, click on the pen-and-paper symbol found in the toolbar at the top of the Notes window. A new blank note appears. Start typing your note. The first line of a new note is used as its title in the notes list, so bear this in mind.



**2** Your notes are listed in the left-hand pane. Click on a note to open it. To change the font or use bold, underline or italicise, select the text and right-click or ctrl-click for a menu; these options are found under Font. To attach an image, simply drag it onto the note or copy and paste it.

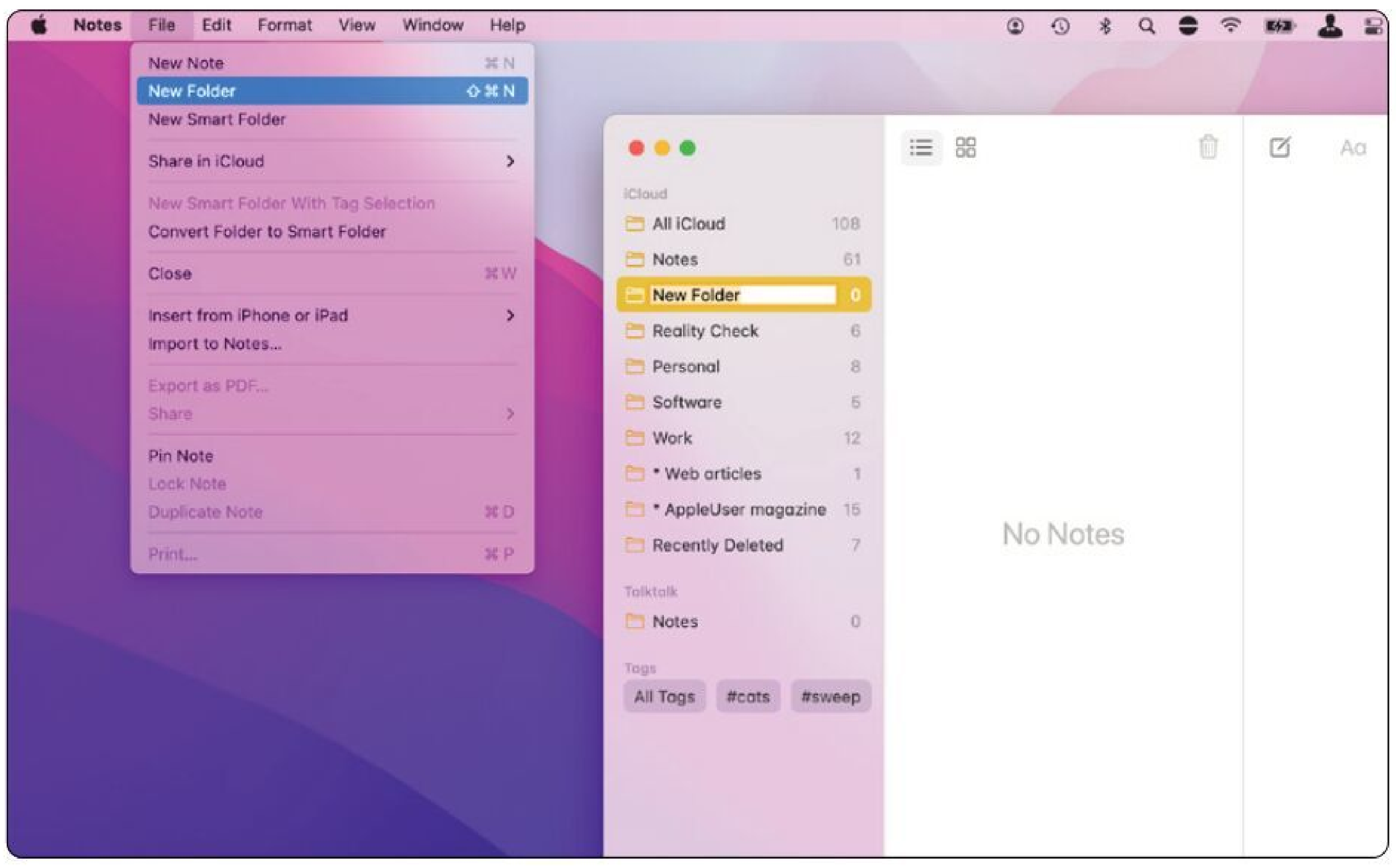

Search
17 September 20
yings, Appl
Suggested Searches
Shared Notes
Locked Notes
Notes with Checklists
Notes with Drawings
Notes with Scanned Documents
Notes with Attachments
ttps://www.bbc.c
ith Microsoft is th

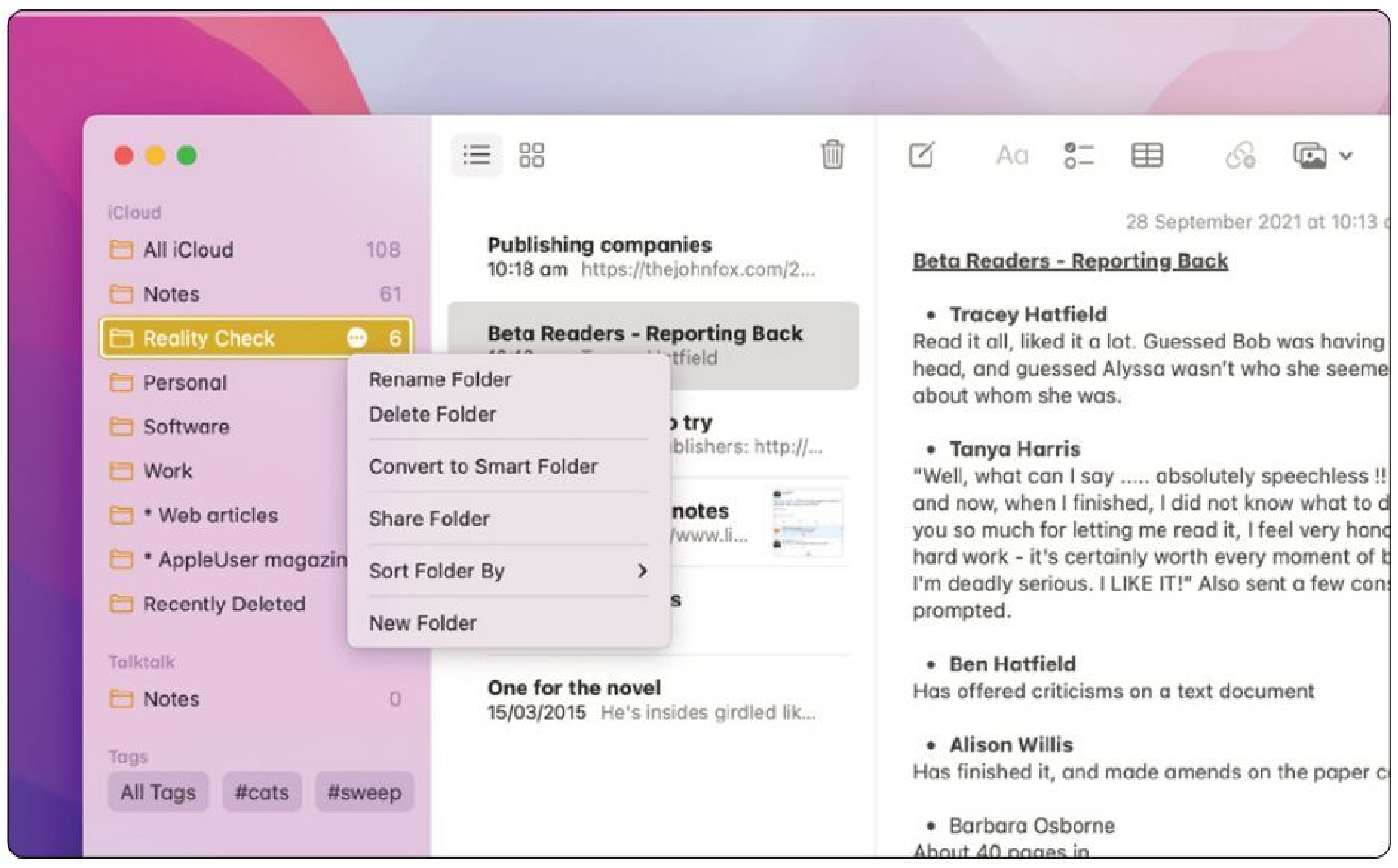
**3** To search notes, use the search icon (the magnifying glass) in the top right. Searches cover all your notes, not just the titles. Searches are very powerful and can recognise objects and scenes in attached images. When you click on the search field, you get a window that helps you focus your search.



**4** To delete a note, open it and use the Delete option in the Edit menu, the dustbin button in the toolbar or swipe it left and click the dustbin. Deleted notes are kept in the Recently Deleted folder for 30 days. To email a note or share it in Messages, click on the Share button.

# Using Folders


Notes
File
Edit
Format
View
Window
Help
New Note
New Folder
New Smart Folder
Share in iCloud
New Smart Folder With Tag Selection
Convert Folder to Smart Folder
Close
Insert from iPhone or iPad
Import to Notes...
Export as PDF...
Share
Pin Note
Lock Note
Duplicate Note
Print...
iCloud
All iCloud 108
Notes 61
New Folder 0
Reality Check 6
Personal 8
Software 5
Work 12
* Web articles 1
* AppleUser magazine 15
Recently Deleted 7
Talktalk
Notes 0
Tags
All Tags
#cats
#sweep
No Notes

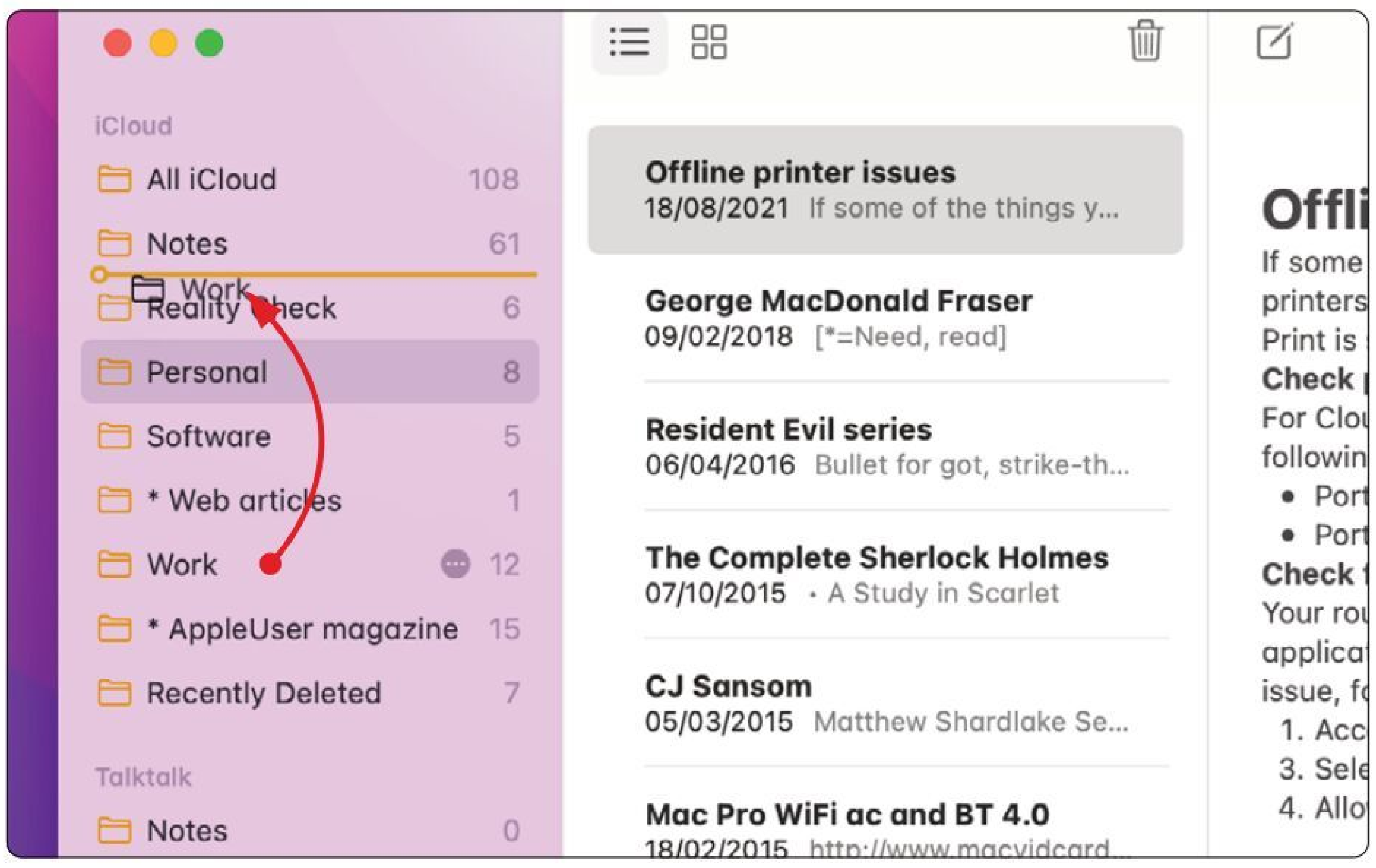

iCloud
All iCloud 108
Notes 61
Reality Check 6
Personal
Software
Work
* Web articles
* AppleUser magazine
Recently Deleted
Talktalk
Notes 0
Tags
All Tags
#cats
#sweep
Rename Folder
Delete Folder
Convert to Smart Folder
Share Folder
Sort Folder By
New Folder
Publishing companies
10:18 am https://thejohnfox.com/2...
Beta Readers - Reporting Back
One for the novel
15/03/2015 He's insides girdled lik...
28 September 2021 at 10:13

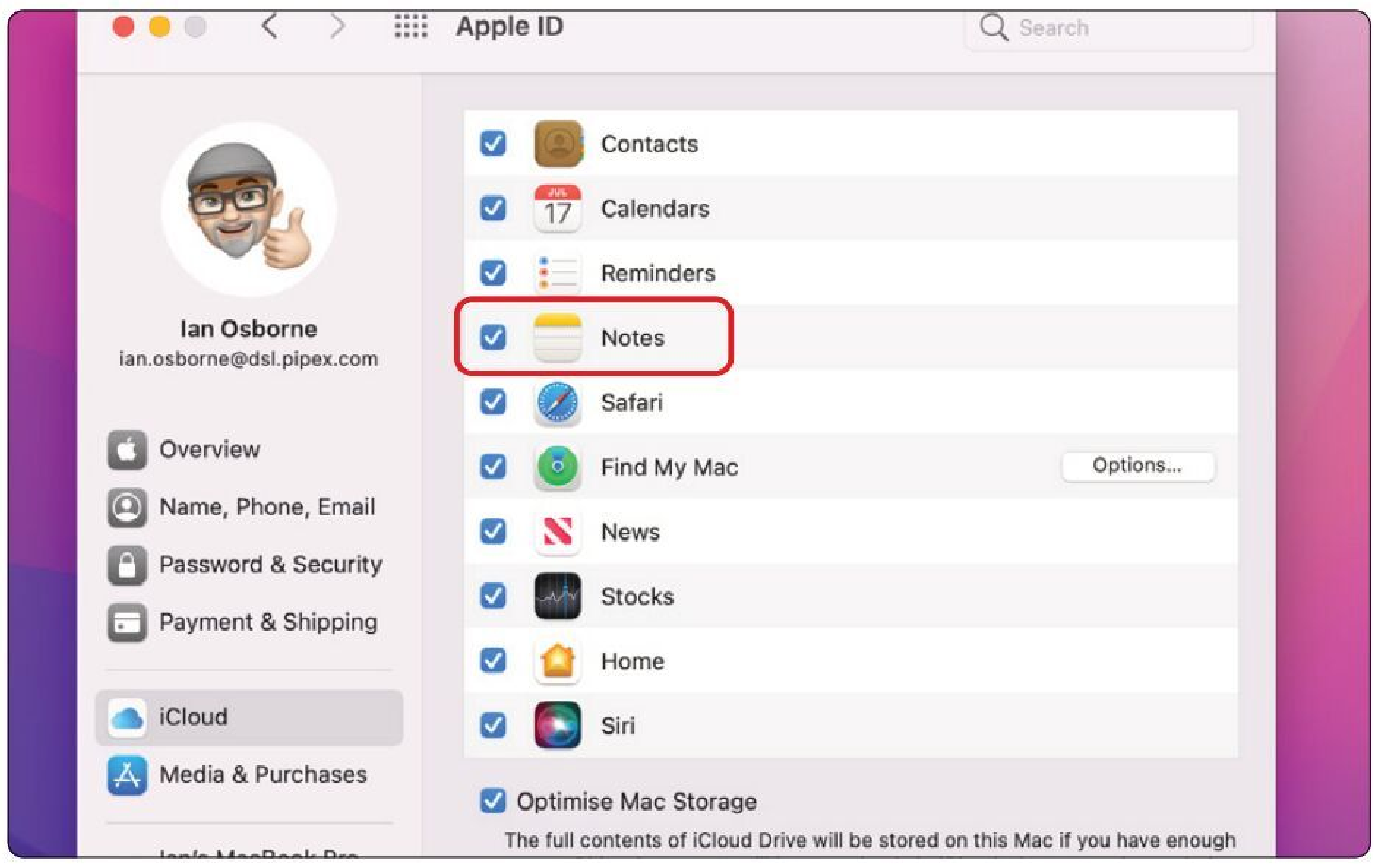
**Beta Readers - Reporting Back**

- **Tracey Hatfield**
Read it all, liked it a lot. Guessed Bob was having head, and guessed Alyssa wasn't who she seeme about whom she was.
- **Tanya Harris**
"Well, what can I say ..... absolutely speechless !! and now, when I finished, I did not know what to d you so much for letting me read it, I feel very hono hard work - it's certainly worth every moment of b I'm deadly serious. I LIKE IT!" Also sent a few con prompted.
- **Ben Hatfield**
Has offered criticisms on a text document
- **Alison Willis**
Has finished it, and made amends on the paper c
- Barbara Osborne

**1** There are several ways to create a new folder in your sidebar. Press cmd-N, use the New Folder in the File menu or press the New Folder link in the bottom left corner. Notes created in the iCloud section are stored on your iCloud and can be synced with other Apple devices.

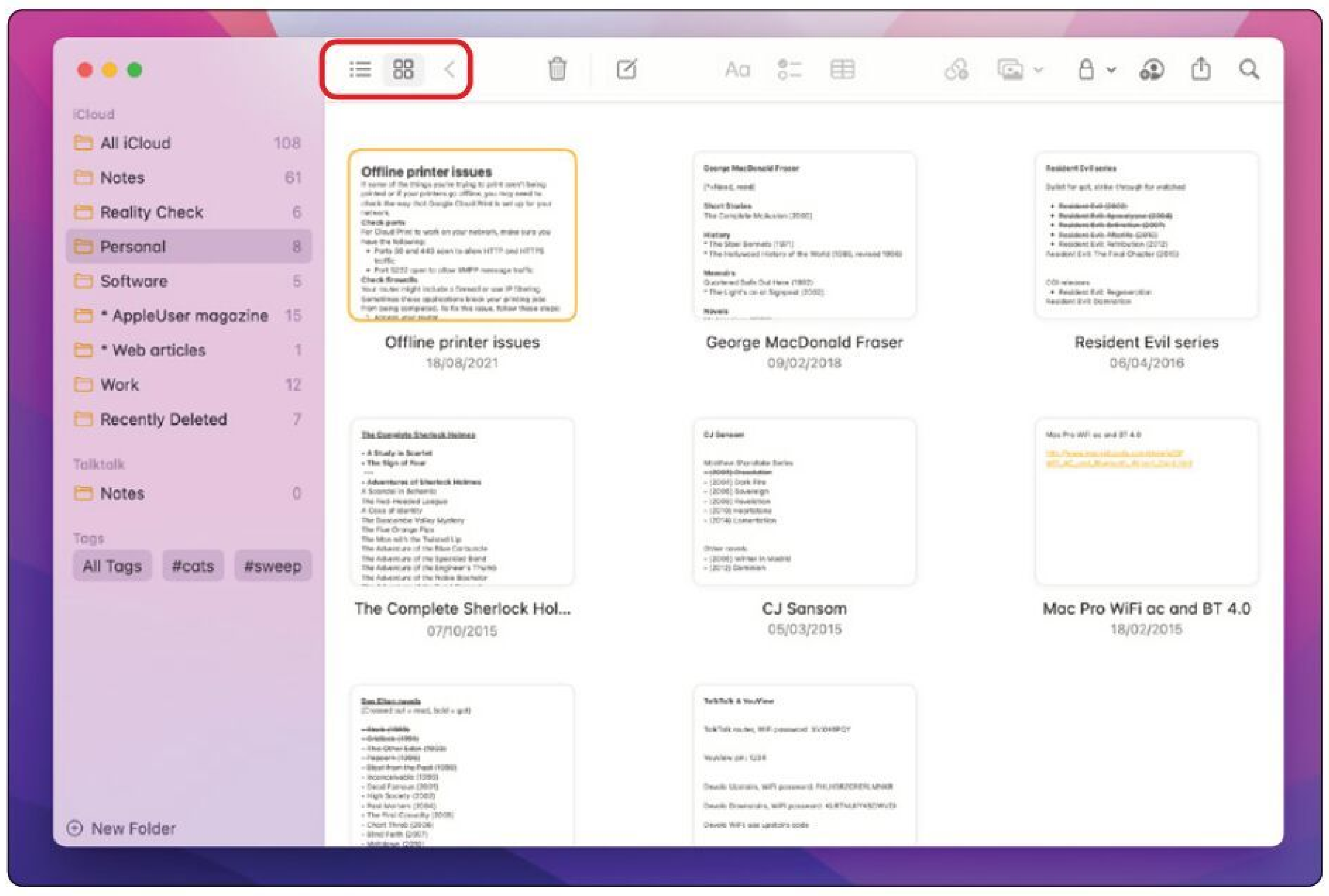
**2** Highlight a folder by clicking on it to view all the notes in that folder. Click on the All option at the top of each category to list every note stored there, including those in individual folders. Click on a folder and then on the three-dots icon that's revealed when you hover over it for more folder options.


iCloud
All iCloud 108
Notes 61
Work
Reality Check 6
Personal 8
Software 5
* Web articles 1
Work 12
* AppleUser magazine 15
Recently Deleted 7
Talktalk
Notes 0
Offline printer issues
18/08/2021 If some of the things y...
George MacDonald Fraser
09/02/2018 [*=Need, read]
Resident Evil series
06/04/2016 Bullet for got, strike-th...
The Complete Sherlock Holmes
07/10/2015 · A Study in Scarlet
CJ Sansom
05/03/2015 Matthew Shardlake Se...
Mac Pro WiFi ac and BT 4.0
18/02/2015 http://www.macvidcard...


Apple ID
Search
Ian Osborne
ian.osborne@dsl.pipex.com
Overview
Name, Phone, Email
Password & Security
Payment & Shipping
iCloud
Media & Purchases
☑ Contacts
☑ Calendars
☑ Reminders
☑ Notes
☑ Safari
☑ Find My Mac
Options...
☑ News
☑ Stocks
☑ Home
☑ Siri
☑ Optimise Mac Storage
The full contents of iCloud Drive will be stored on this Mac if you have enough

**3** You can edit the name of a folder by clicking on it to highlight it, then clicking on its name to turn it into a text field. You can then type in your new name. You can also reorder folders by dragging them up and down the folders list, and dropping them into a new position.

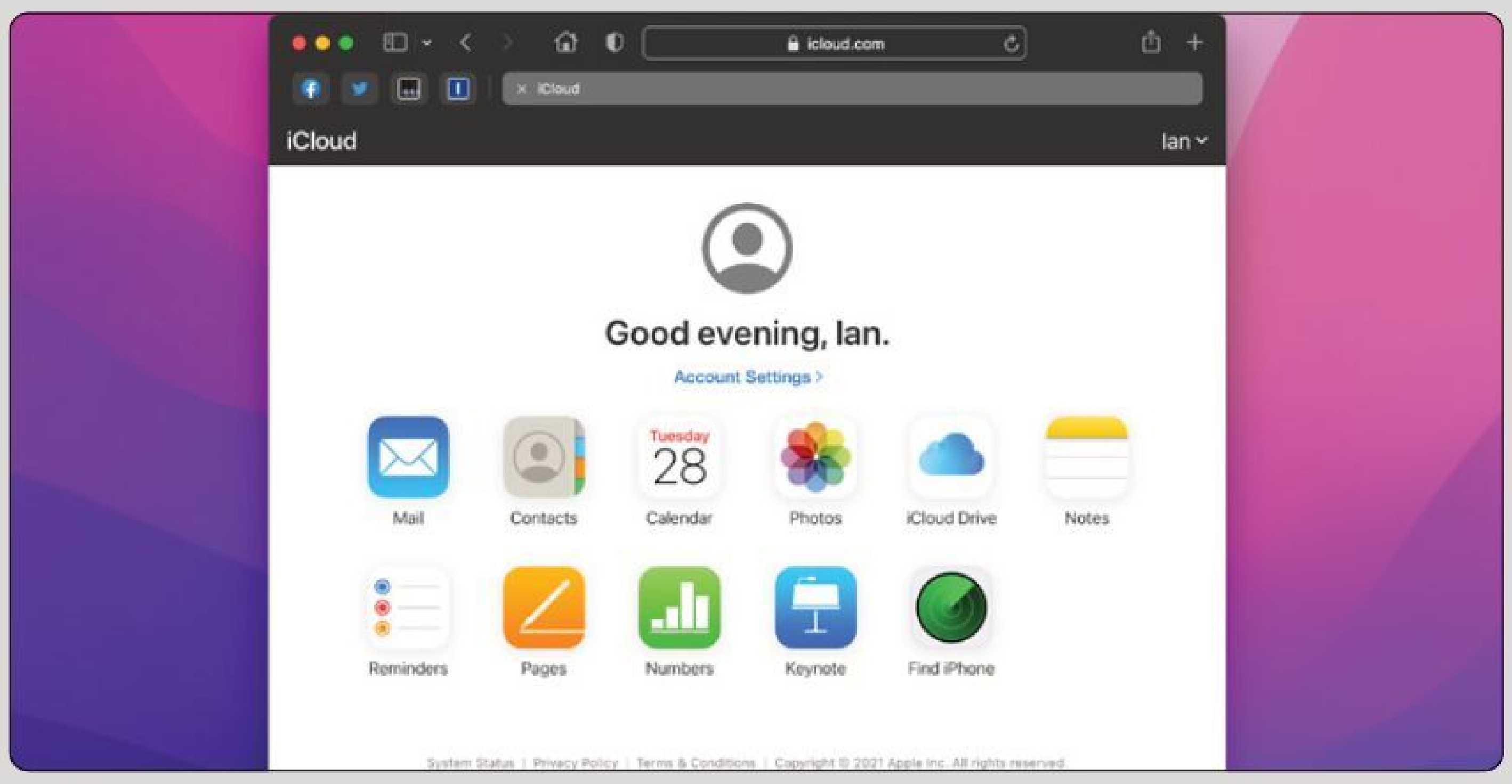
**4** If you're syncing your notes with iCloud, they sync with other Macs and iOS devices logged into the same iCloud account. In System Preferences, click on Apple ID > iCloud and then make sure Notes is ticked. This is useful if you use an iPhone, as the note is always in your pocket.


iCloud
All iCloud 108
Notes 61
Reality Check 6
Personal 8
Software 5
* AppleUser magazine 15
* Web articles 1
Work 12
Recently Deleted 7
Talktalk
Notes 0
Tags
All Tags
#cats
#sweep
New Folder
Offline printer issues
18/08/2021
George MacDonald Fraser
09/02/2018
Resident Evil series
06/04/2016
The Complete Sherlock Hol...
07/10/2015
CJ Sansom
05/03/2015
Mac Pro WiFi ac and BT 4.0
18/02/2015

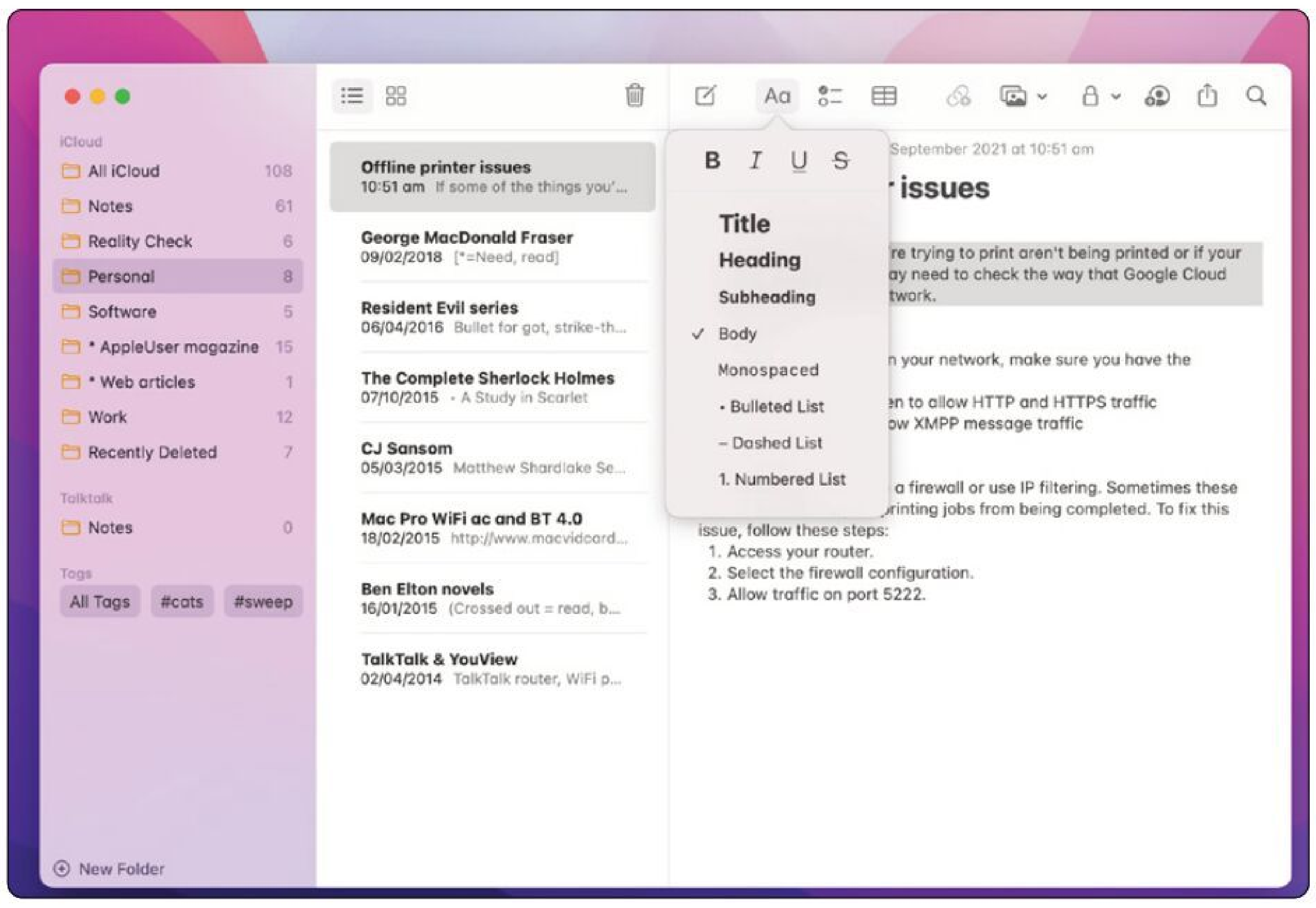
**5** You can view your notes either as a list or as thumbnails. To switch between the two, use the buttons at the top of the Folders panel. Click the left-hand button, showing lines, for a list or the right-hand button, showing four squares, for thumbnails.

## Notes Online.

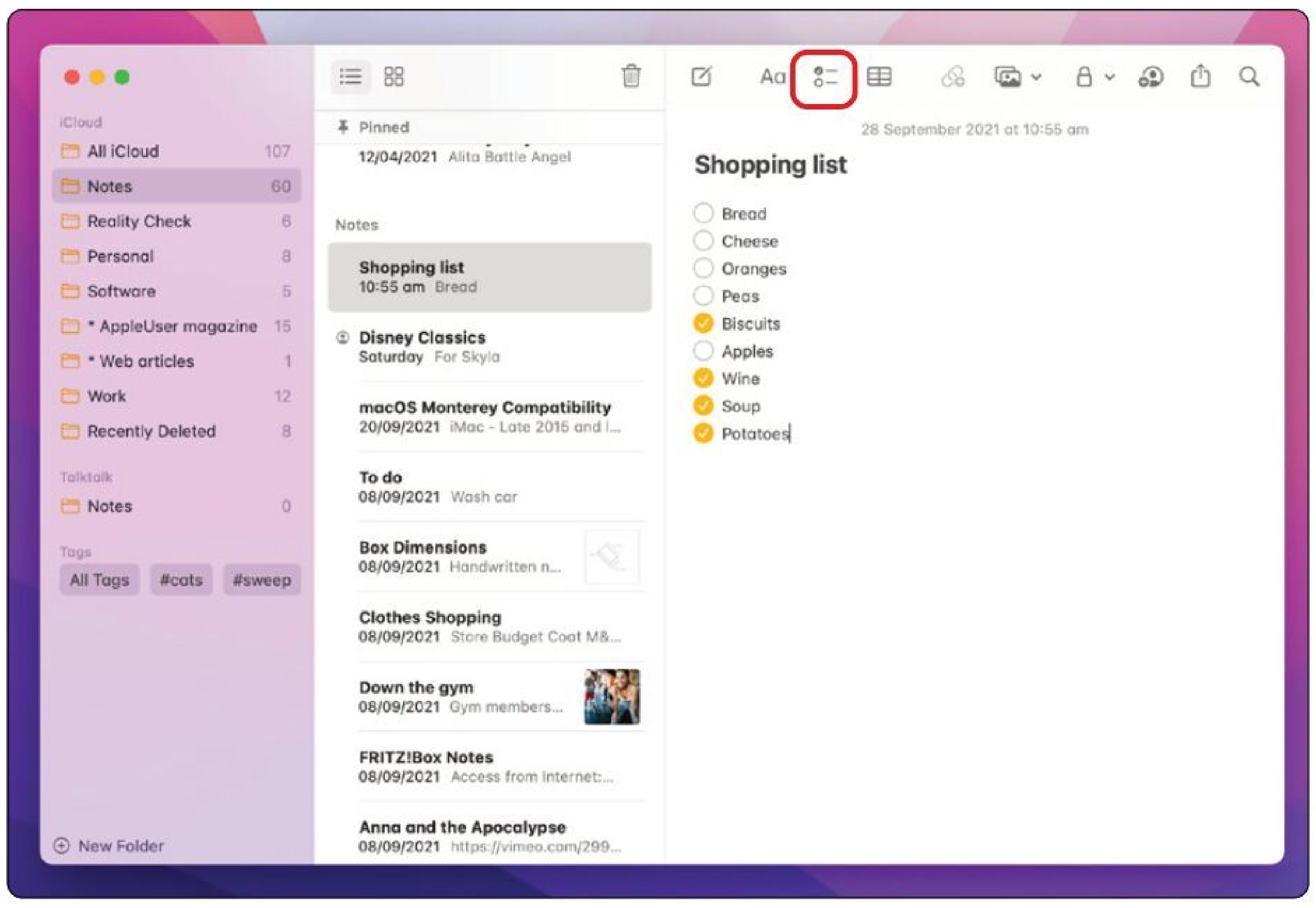
You can view and edit your iCloud notes from any computer or mobile device with Internet access and a web browser. Just go to www.icloud.com and sign in with your Apple ID, then click on the Notes option. All your iCloud-synced notes are there.


icloud.com
iCloud
Ian
Good evening, Ian.
Account Settings
Mail
Contacts
Calendar
Photos
iCloud Drive
Notes
Reminders
Pages
Numbers
Keynote
Find iPhone

# Advanced Notes Features


B I U S
Title
Heading
Subheading
✓ Body
Monospaced
• Bulleted List
– Dashed List
1. Numbered List

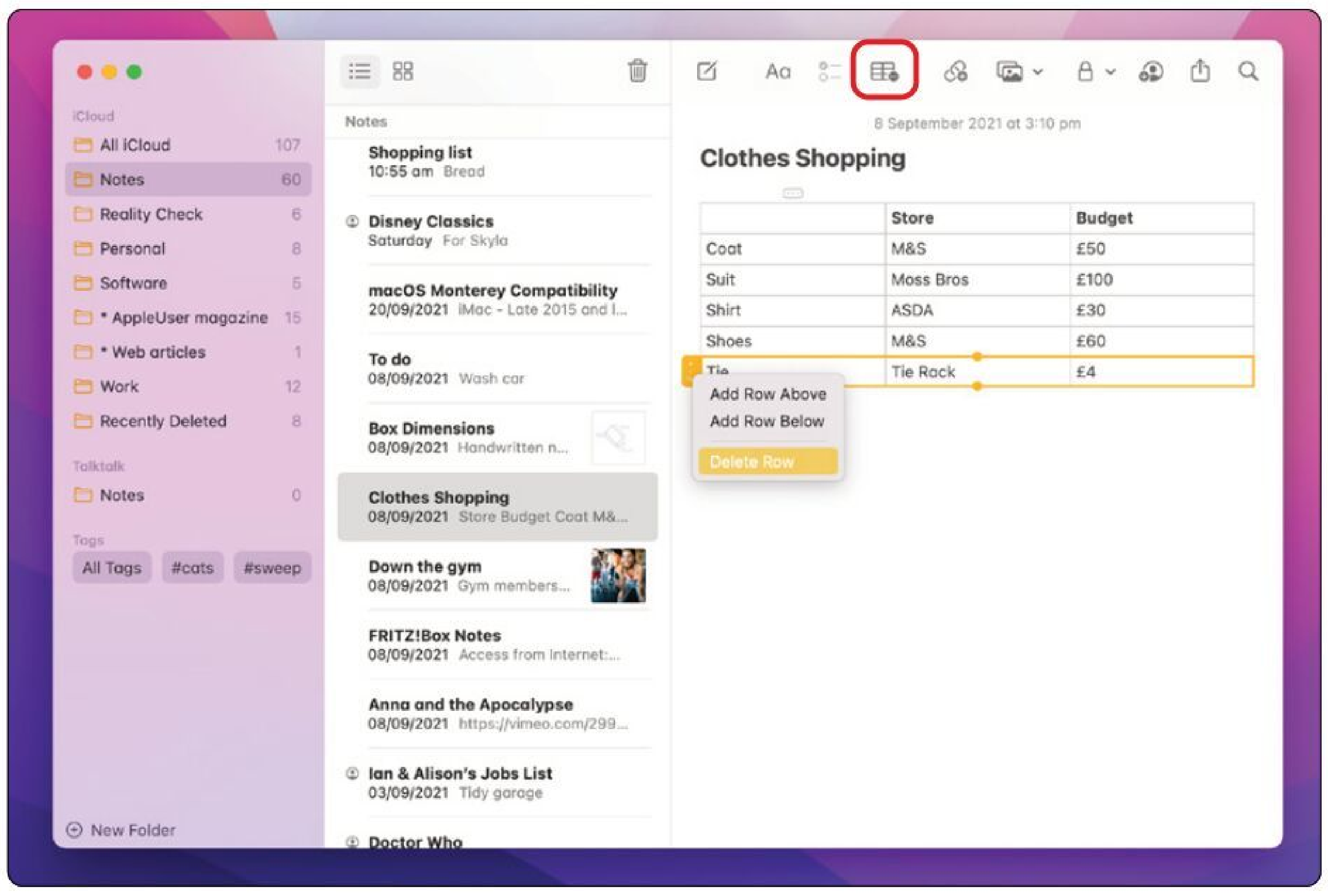
**1** To format a piece of text, highlight it then press the Aa icon. In the pop-up window, you can make several formatting changes. You can also highlight a word or phrase and use cmd-I, B or U to make it Italic, Bold or Underlined.


28 September 2021 at 10:55 am

Shopping list

○ Bread
○ Cheese
○ Oranges
○ Peas
● Biscuits
○ Apples
● Wine
● Soup
● Potatoes

**2** You can turn any list into a handy checklist. Highlight all the items in a list, then click on the lines-and-ticks icon. Your list becomes a checklist. Click a circle to tick and untick it. You can reorder lists by dragging items up and down within it.

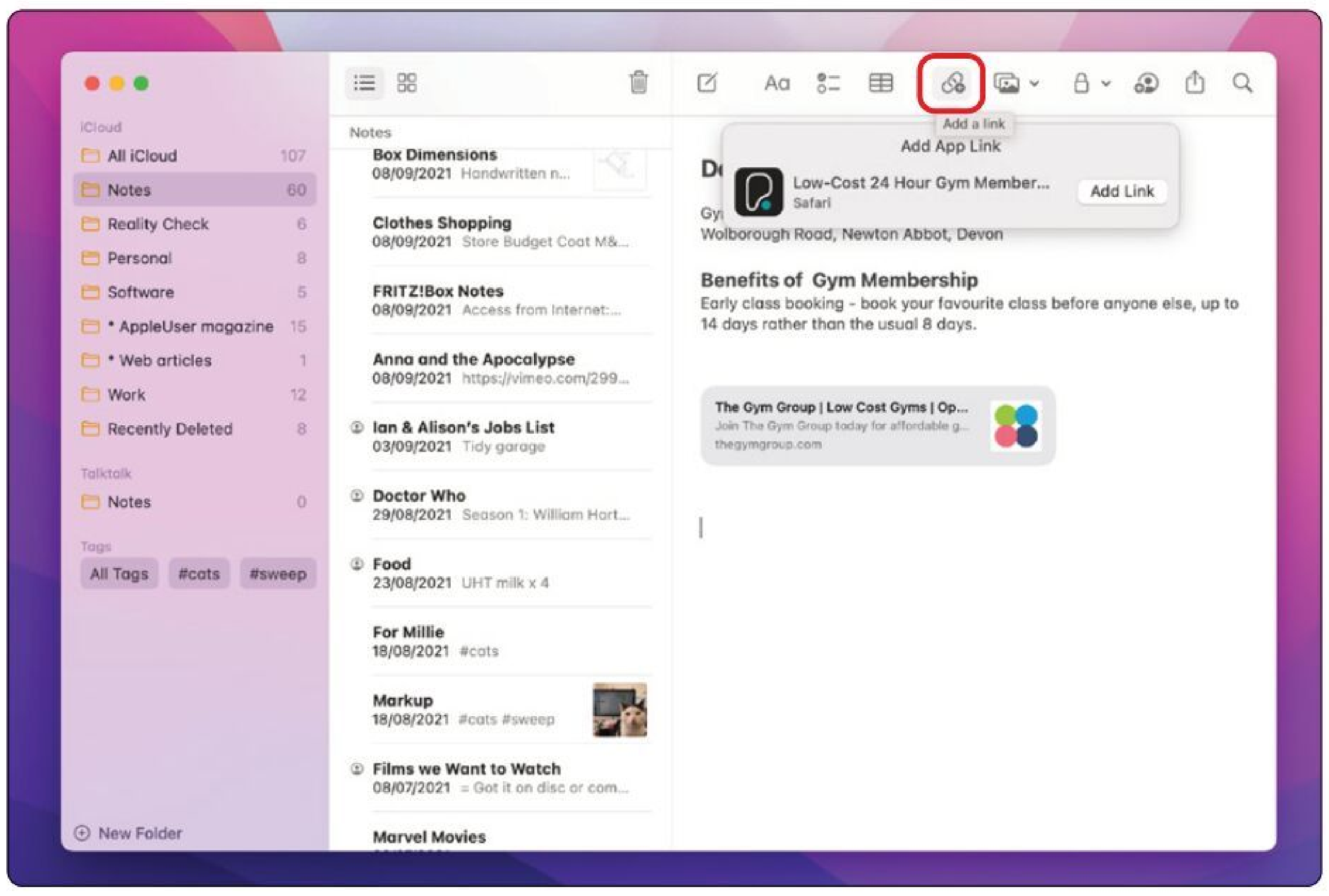

8 September 2021 at 3:10 pm

Clothes Shopping

| | Store | Budget |
|---|---|---|
| Coat | M&S | £50 |
| Suit | Moss Bros | £100 |
| Shirt | ASDA | £30 |
| Shoes | M&S | £60 |
| Tie | Tie Rock | £4 |

Add Row Above
Add Row Below
Delete Row

**3** Click on the grid icon for a table. You can type in each of the table's cells. Click on a row or column, then the small icon that appears and drag it to move. Click this icon, then the chevron that appears for options to delete it or add another.


Add a link
Add App Link
Low-Cost 24 Hour Gym Member...
Safari
Add Link

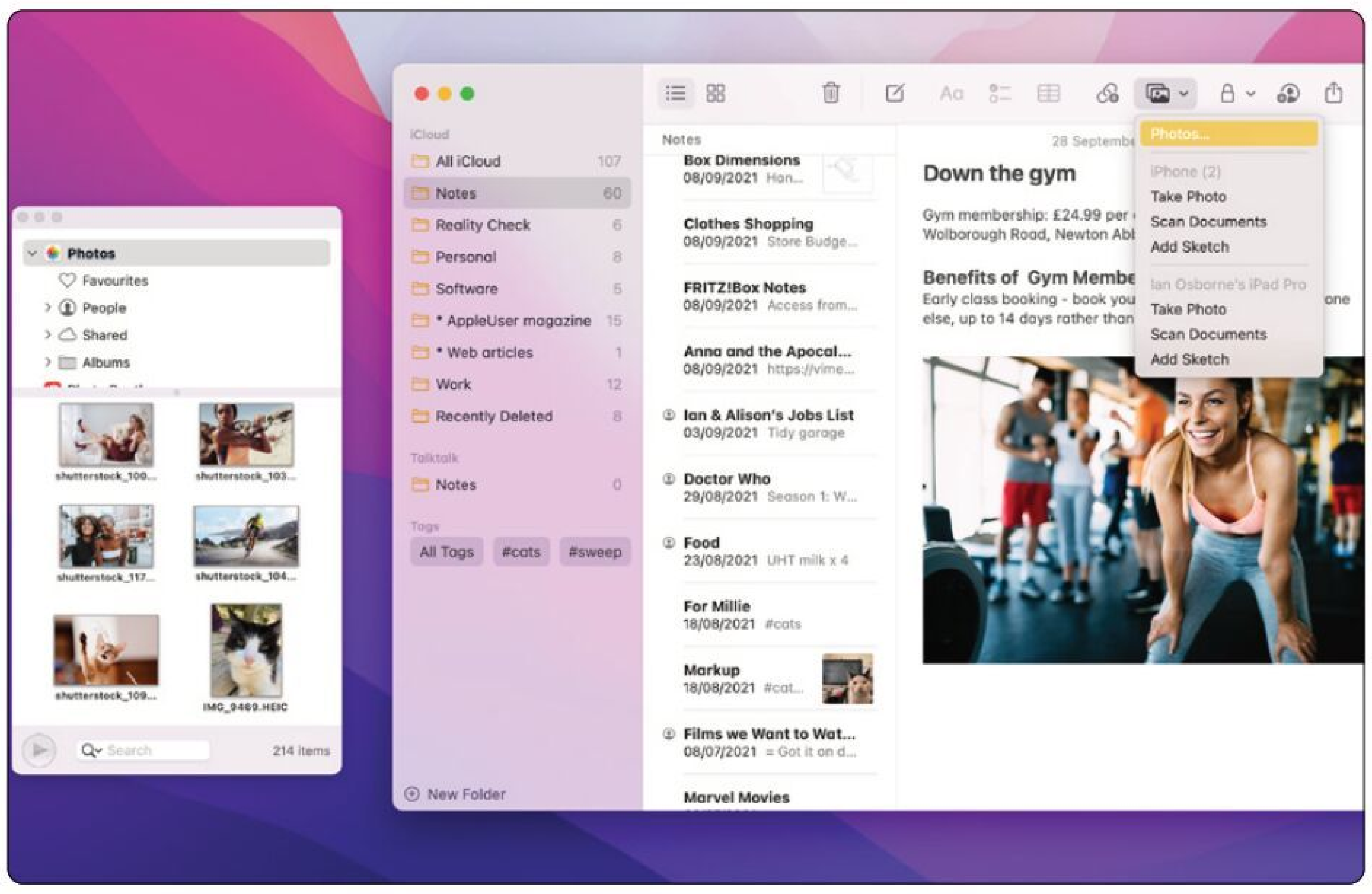
Wolborough Road, Newton Abbot, Devon

Benefits of Gym Membership

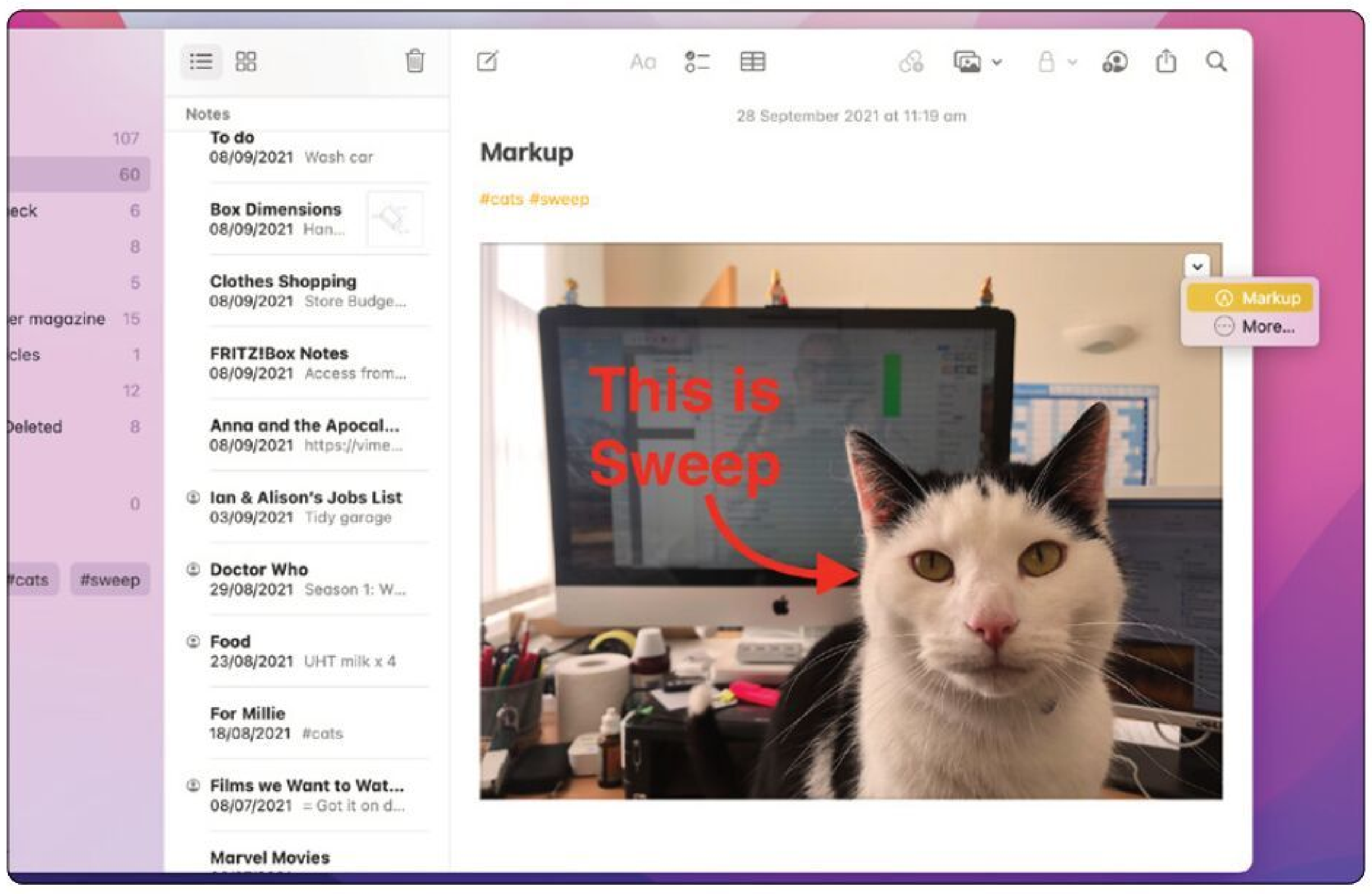
Early class booking - book your favourite class before anyone else, up to 14 days rather than the usual 8 days.

The Gym Group | Low Cost Gyms | Op...

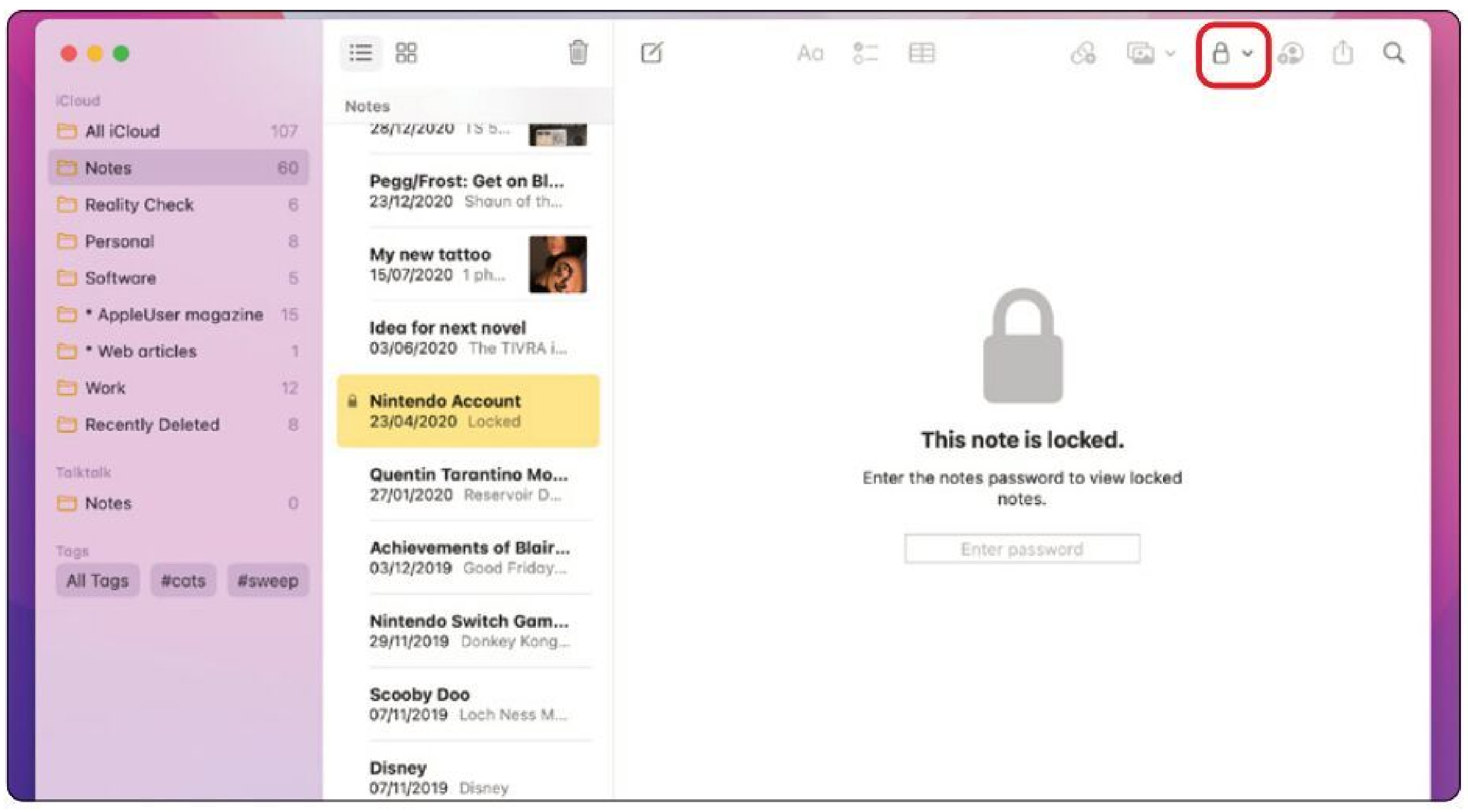
**4** If you have a Safari window open, you can paste a link into a note using the Add Link icon. Click it, and you're invited to add a link to your note, which appears as an attractive preview instead of a regular underlined URL.


Photos
Favourites
People
Shared
Albums
Photos...
Take Photo
Scan Documents
Add Sketch
Down the gym

**5** You can drag pictures onto your Notes from anywhere. There's also a Photo Browser for using pics from your Photos app. Choose Photos from the Photos icon in the toolbar and drag photos from the browser into your notes.


Markup
#cats #sweep
This is Sweep
Markup
More...

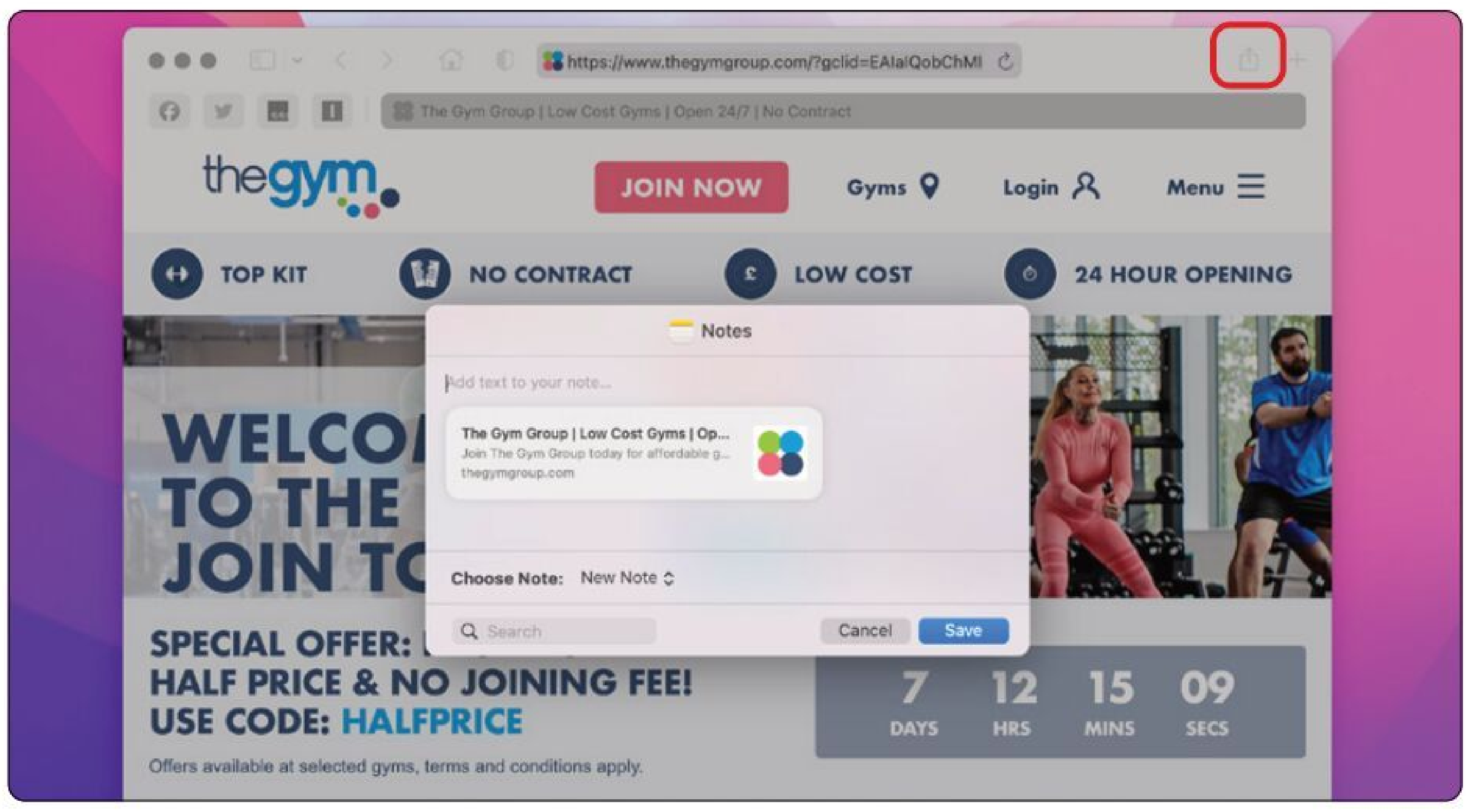
**6** Click on a photo in a note and then click on the button that appears in the top-right corner for the Markup feature. This lets you scribble on and add text to the picture, using the Markup drawing tools, just like those in the Mail app.



This note is locked.

Enter the notes password to view locked notes.

Enter password



thegym
JOIN NOW
Gyms
Login
Menu
TOP KIT
NO CONTRACT
LOW COST
24 HOUR OPENING
WELCOME TO THE JOIN TO
SPECIAL OFFER:
HALF PRICE & NO JOINING FEE!
USE CODE: HALFPRICE
7 DAYS 12 HRS 15 MINS 09 SECS
Notes
Cancel
Save

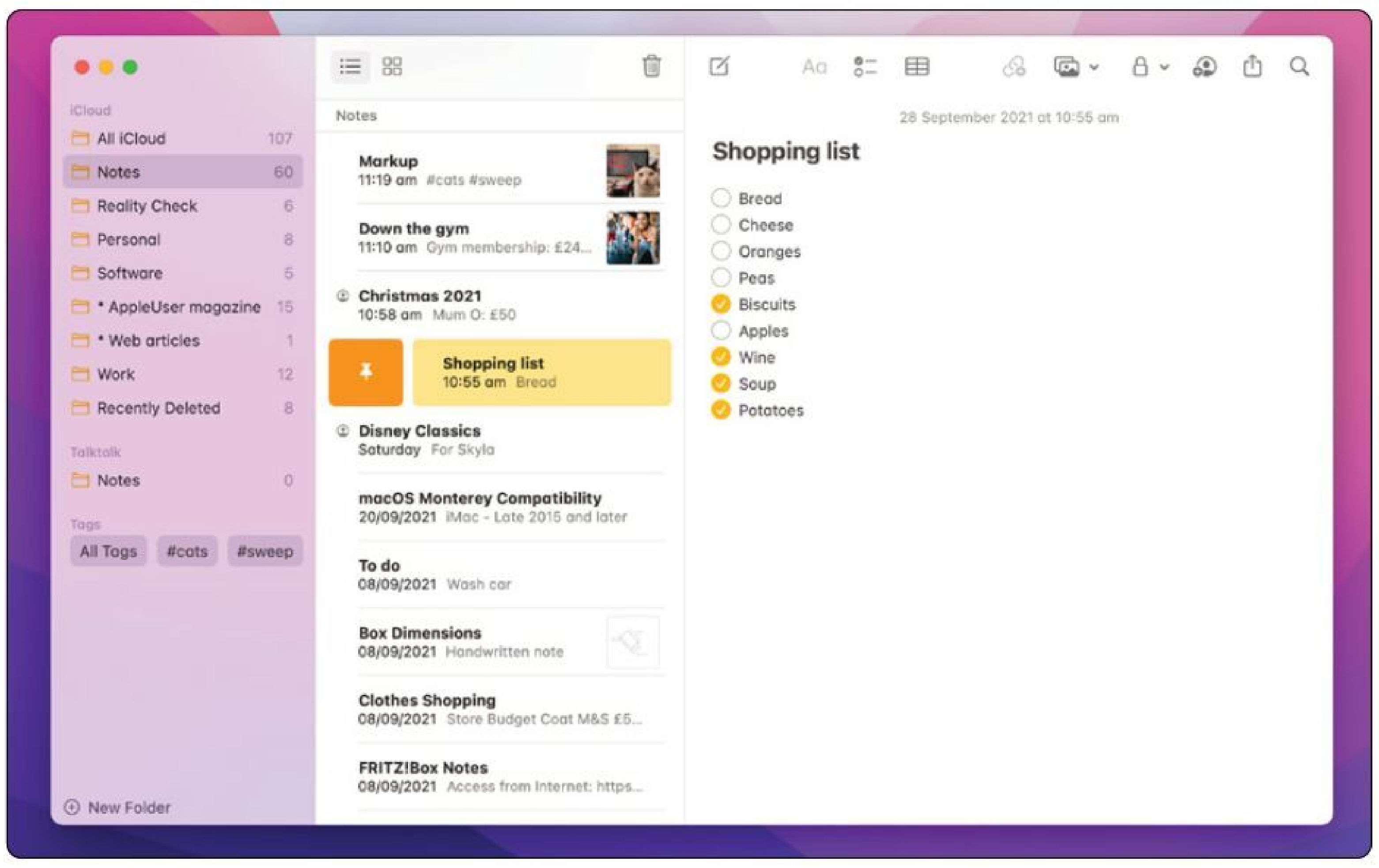
Add text to your note...

The Gym Group | Low Cost Gyms | Op...

Choose Note: New Note

**7** To password-protect a note, click the lock icon and select Lock Note. You can then set a password for the Notes app. Then you can only open locked notes with that password. Also use the lock icon to open and close all locked notes, and remove a lock.

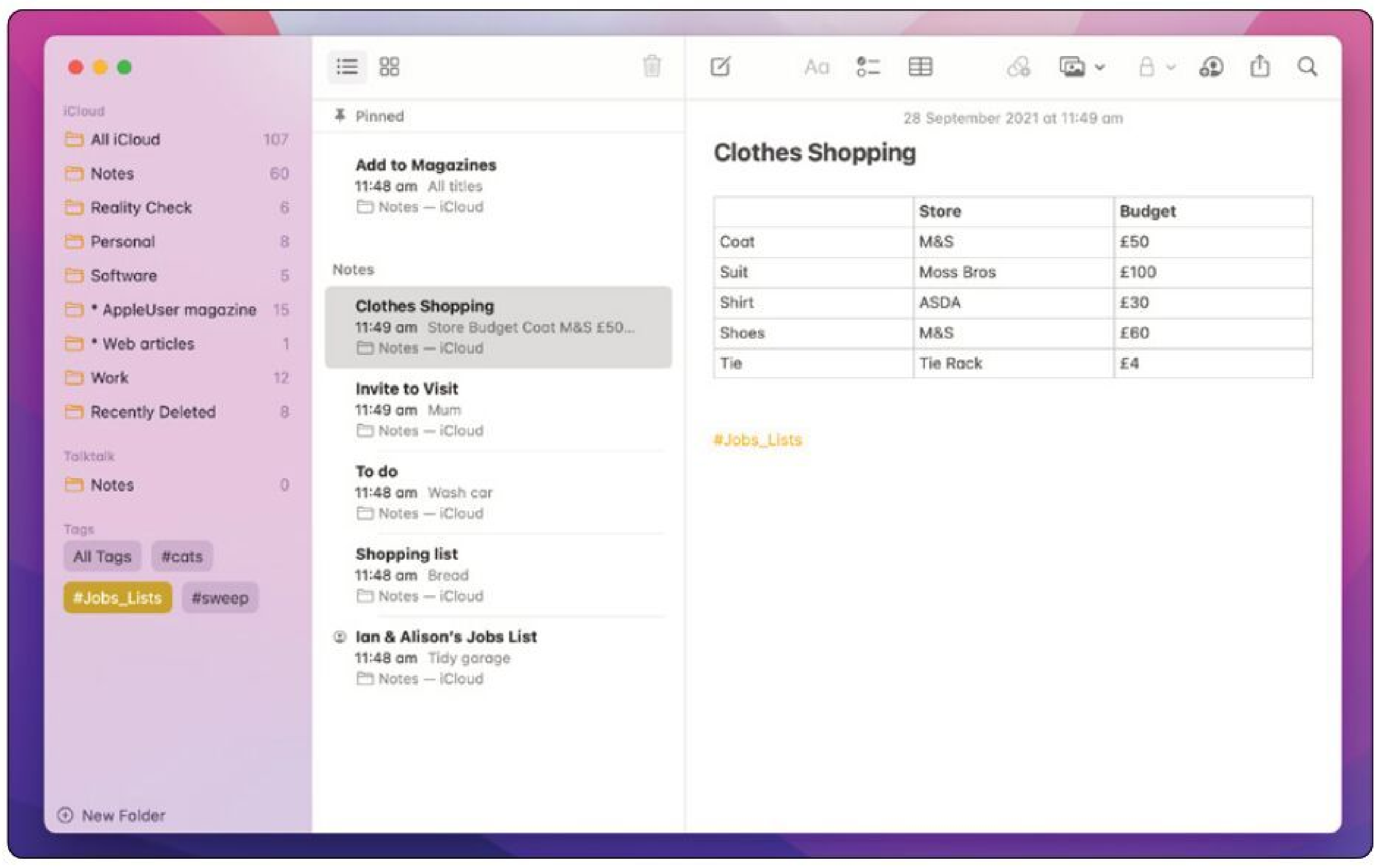
**8** The Share icon lets you send a note to someone else using Mail, Messages or AirDrop; or add it to a reminder. You can make a note with an attachment from another app using the Share icon in the app in question; just select Notes. Here we did it with a website.



28 September 2021 at 10:55 am

Shopping list

- ○ Bread
- ○ Cheese
- ○ Oranges
- ○ Peas
- ● Biscuits
- ○ Apples
- ● Wine
- ● Soup
- ● Potatoes



28 September 2021 at 11:49 am

Clothes Shopping

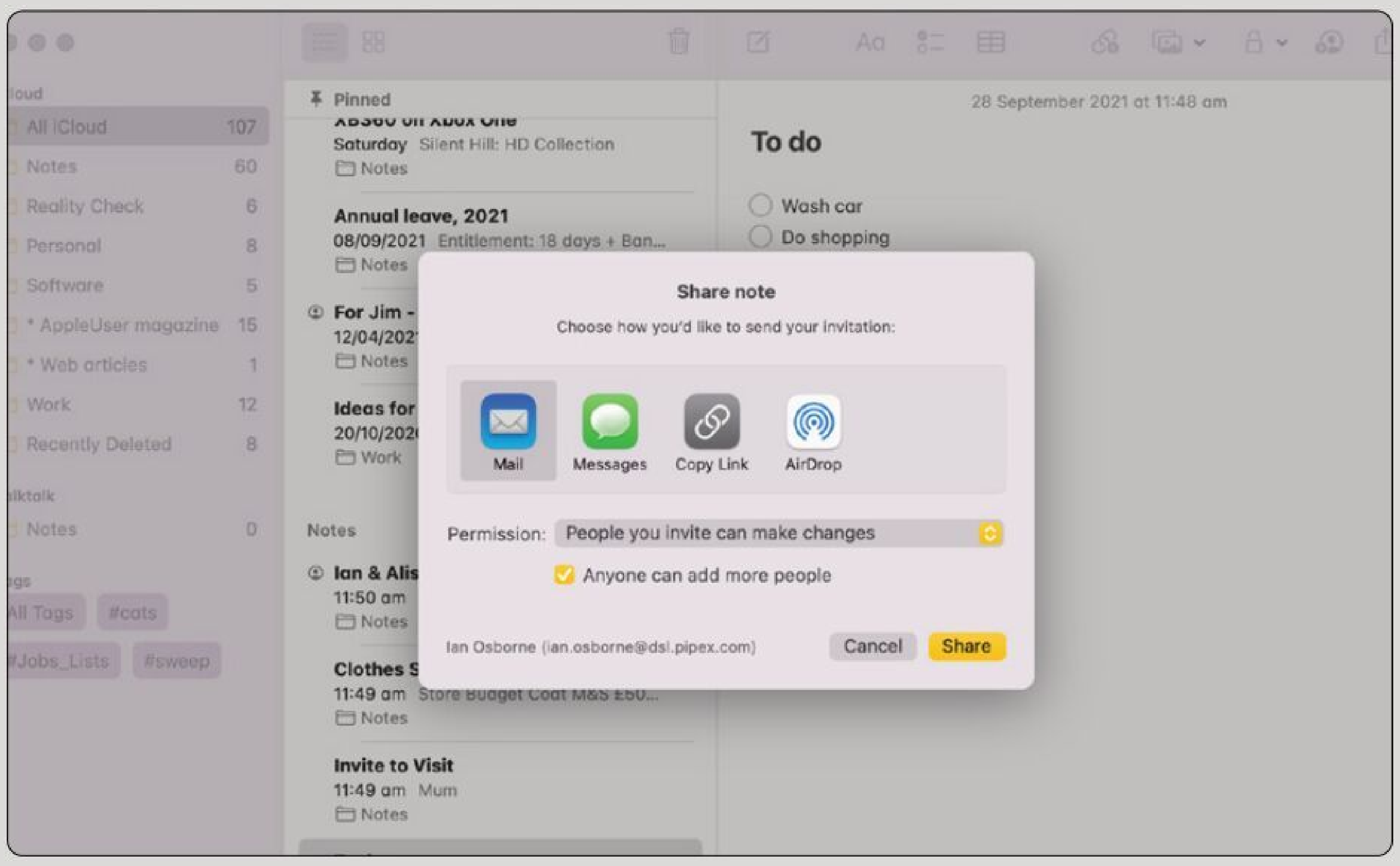
| | Store | Budget |
|---|---|---|
| Coat | M&S | £50 |
| Suit | Moss Bros | £100 |
| Shirt | ASDA | £30 |
| Shoes | M&S | £60 |
| Tie | Tie Rack | £4 |

#Jobs_Lists

**9** You can pin a note, so it always appears at the top of your list, regardless of how that list is sorted. To do this, swipe the note right and click the Pin icon. To unpin a note, repeat this step. You can pin as many notes this way as you like.

**10** Type a word with a hash (#) at the front and it becomes a tag. Tags you've created are listed at the foot of the left-hand panel. Click on a tag to see all notes that share that tag. A note can have more than one tag if you wish.

## Collaborative Notes and Folders.



Share note

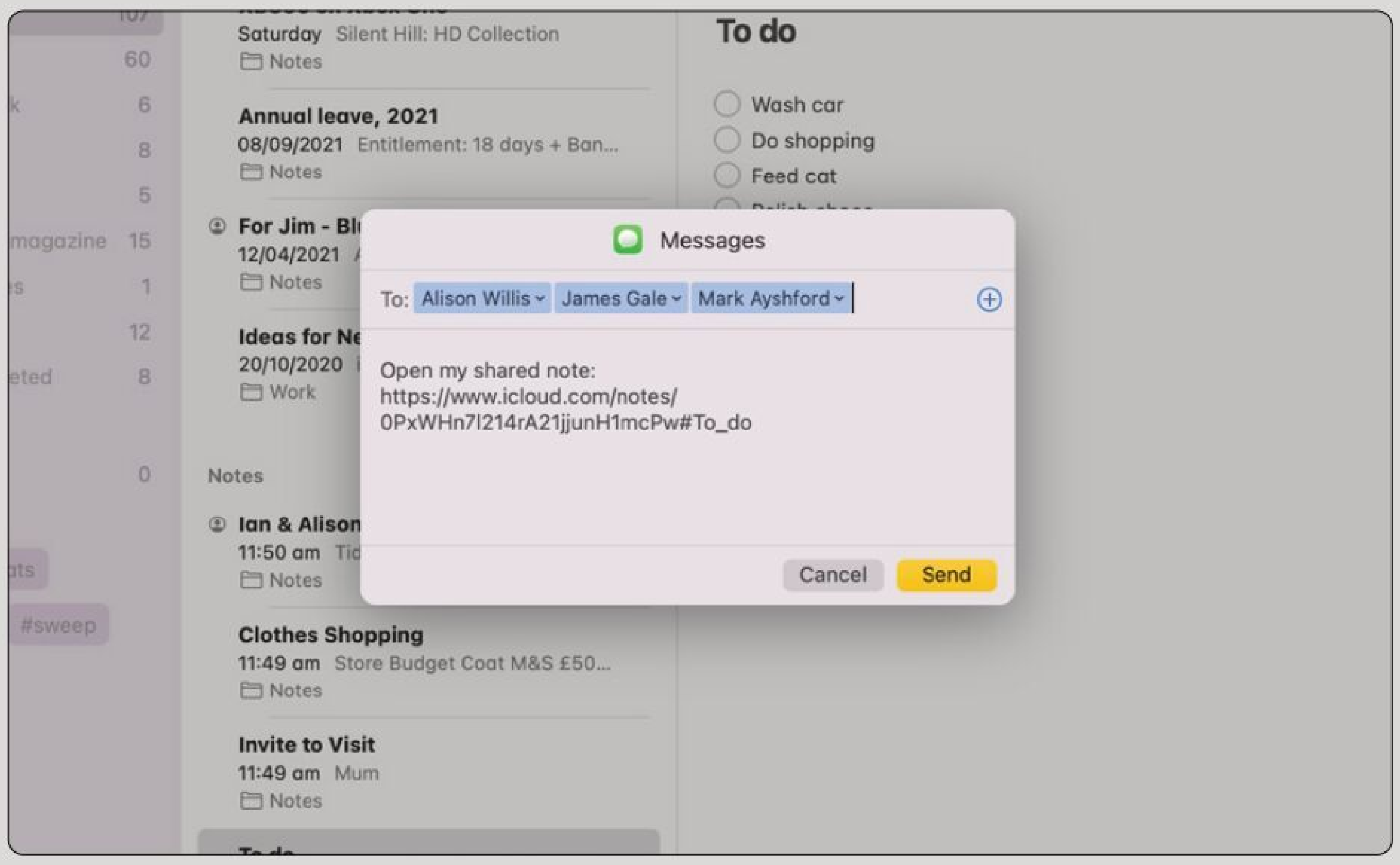
Choose how you'd like to send your invitation:

Mail
Messages
Copy Link
AirDrop
Cancel
Share

Permission: People you invite can make changes

☑ Anyone can add more people

Ian Osborne (ian.osborne@dsl.pipex.com)



To do

- ○ Wash car
- ○ Do shopping
- ○ Feed cat

Messages

To: Alison Willis James Gale Mark Ayshford

Open my shared note:
https://www.icloud.com/notes/
0PxWHn7l214rA21jjunH1mcPw#To_do

Cancel
Send

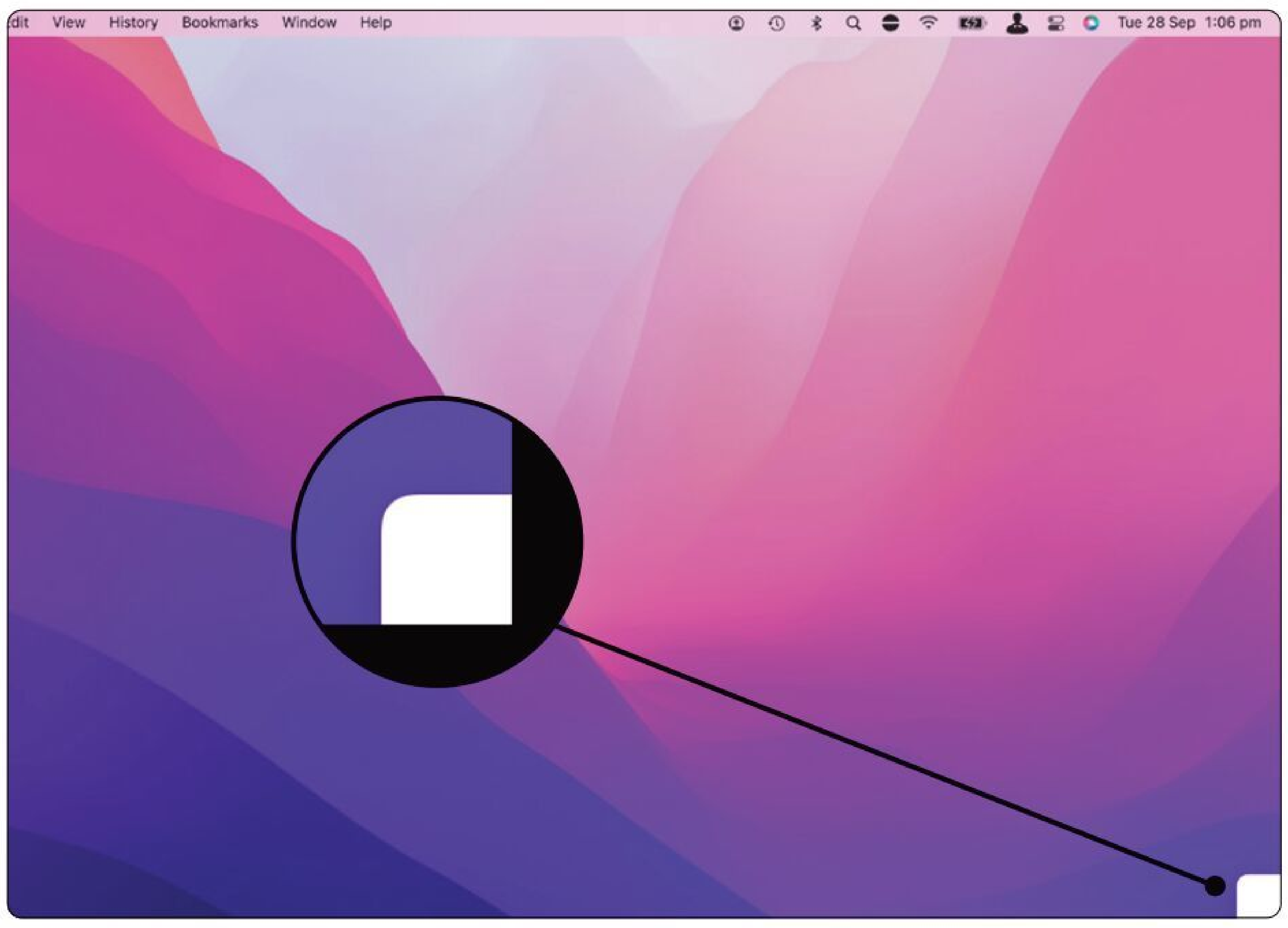
Collaborative Notes are shared with other people, and can be edited by more than one person too. You can also make a folder collaborative, and share notes and folders giving read-only rights too. Open a note, or highlight a folder, and click the button with a head and a plus sign on it.

Use the permission pull-down to decide who can make changes, and use the checkbox to decide whether anyone can add more people. Choose how you want to send the invite, click Share, then enter their details and they're sent an invitation. Once accepted, they can share the note or folder.

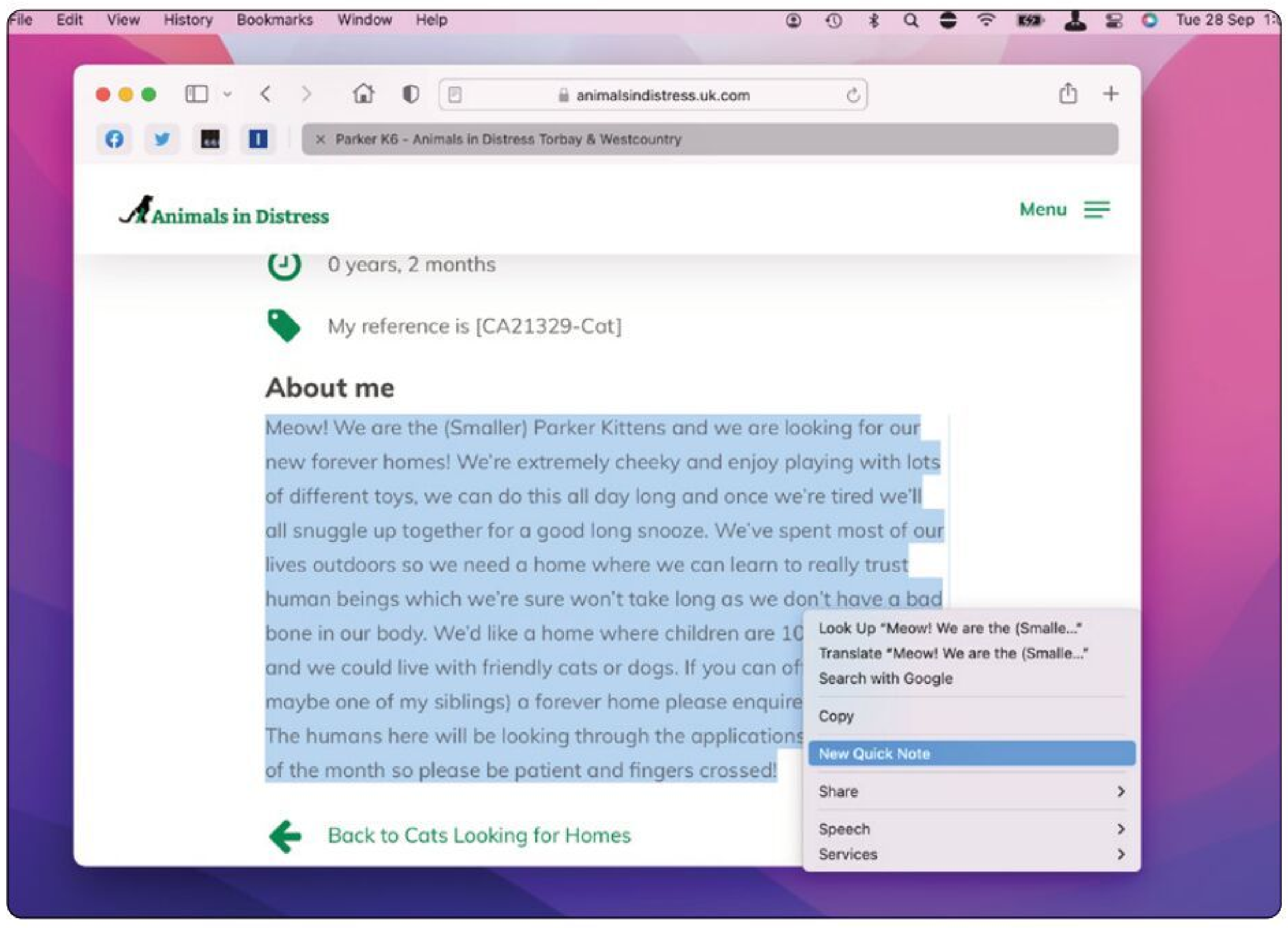
# Quick Note
# Speedy Jottings

When using your Mac, have you ever wanted to jot down a phone number, save a website or simply scribble down a thought as soon as it comes to you? That's where Quick Note comes in. This new feature, introduced with macOS Monterey, is perfect for speedy jottings you can review later.

## Getting Started with Quick Note



**1** You can open a Quick Note from anywhere on your Mac, and access it in the Notes app. There are three ways of opening a Quick Note. The easiest is to drag your pointer to the bottom-right corner and click the white box that appears.


File Edit View History Bookmarks Window Help
animalsindistress.uk.com
Parker K6 - Animals in Distress Torbay & Westcountry
Animals in Distress
Menu
Look Up "Meow! We are the (Smalle..."
Translate "Meow! We are the (Smalle..."
Search with Google
Copy
New Quick Note
Share
Speech
Services

0 years, 2 months

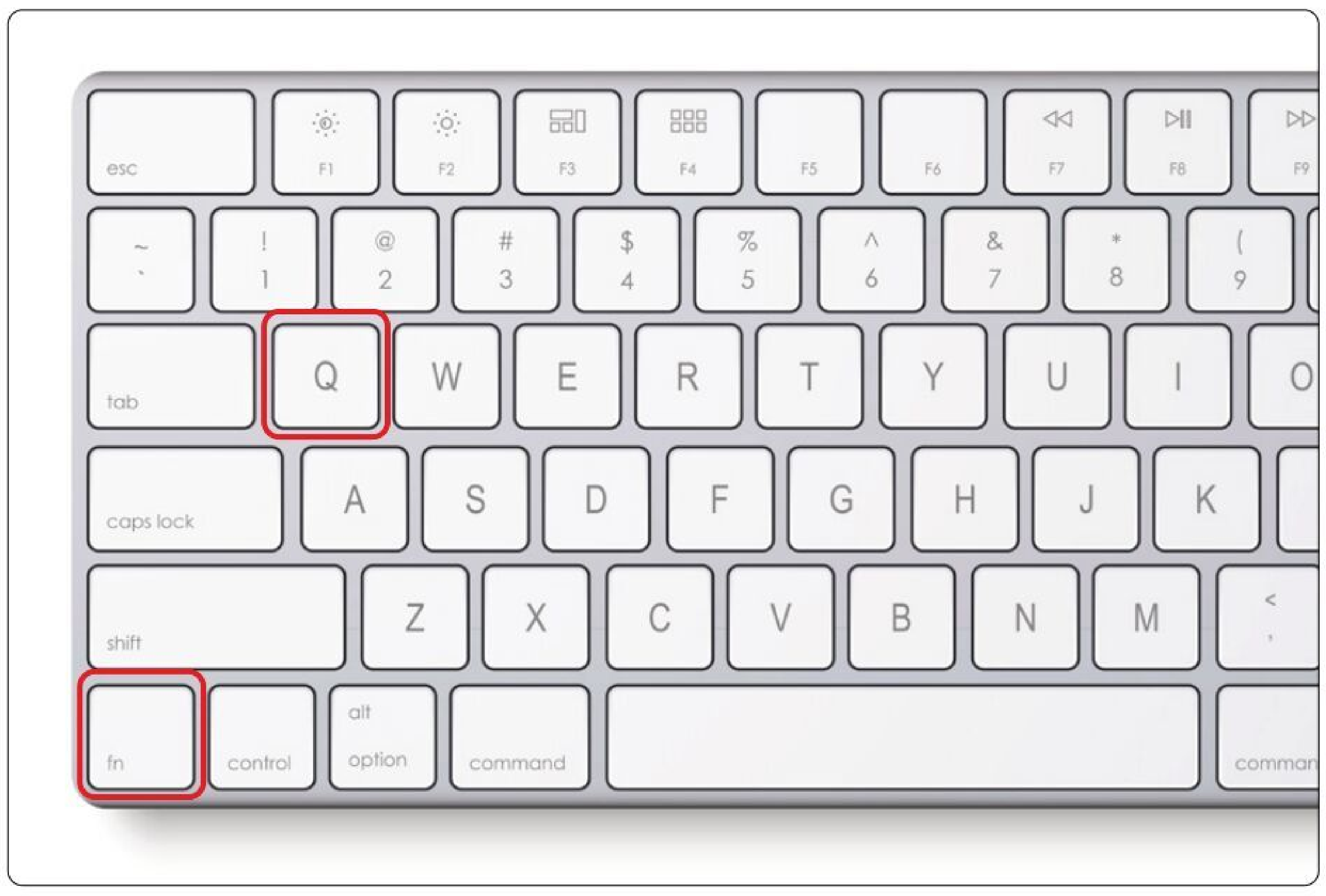
My reference is [CA21329-Cat]

About me

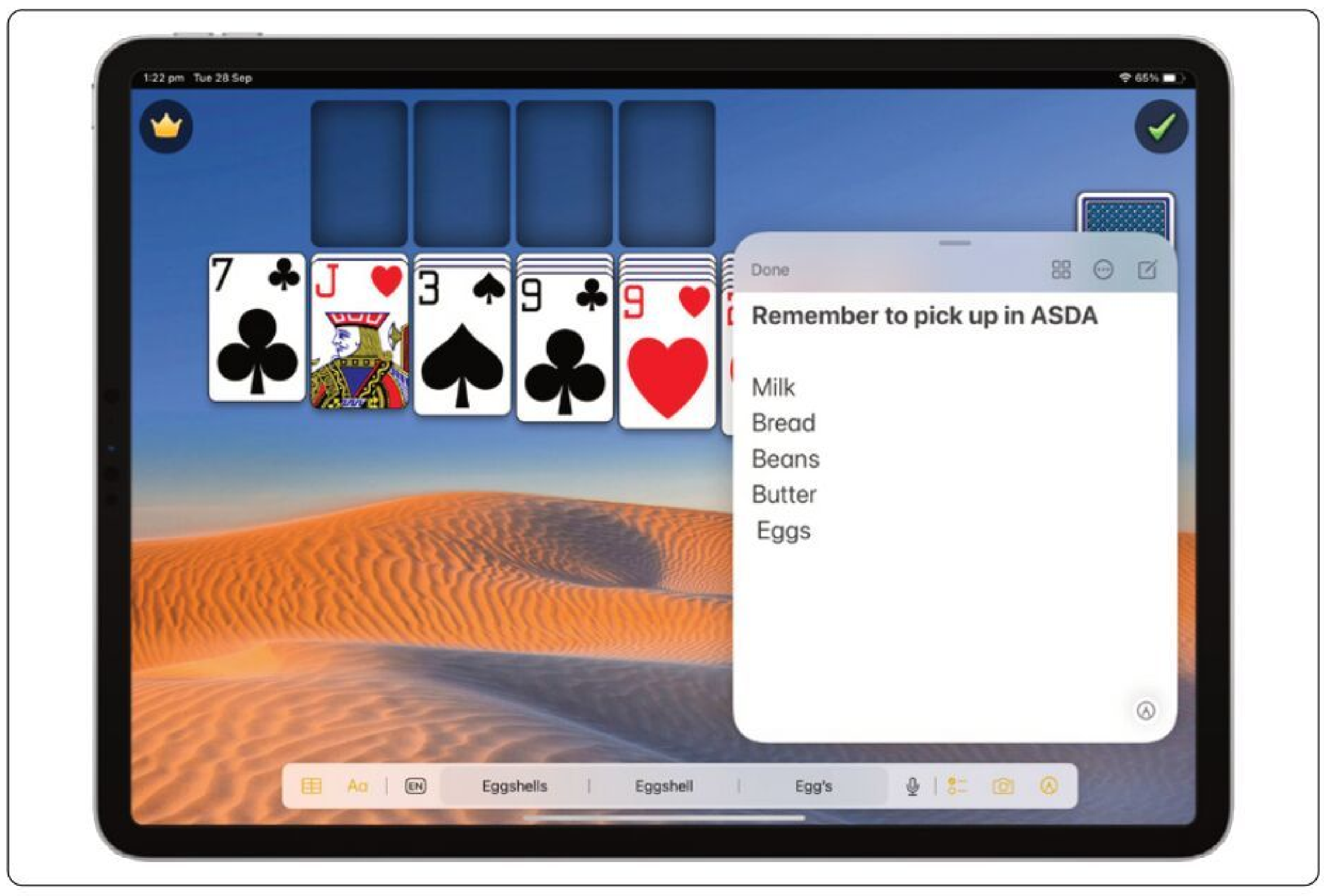
Meow! We are the (Smaller) Parker Kittens and we are looking for our new forever homes! We're extremely cheeky and enjoy playing with lots of different toys, we can do this all day long and once we're tired we'll all snuggle up together for a good long snooze. We've spent most of our lives outdoors so we need a home where we can learn to really trust human beings which we're sure won't take long as we don't have a bad bone in our body. We'd like a home where children are 10
and we could live with friendly cats or dogs. If you can of
maybe one of my siblings) a forever home please enquire
The humans here will be looking through the applications
of the month so please be patient and fingers crossed!

Back to Cats Looking for Homes

**2** In the Safari app, you can highlight a piece of text, right-click or ctrl-click on it and select New Quick Note from the contextual menu. A Quick Note is created containing both the text and the URL from which it came.



**3** You can open your Quick Notes using a key command; Fn-Q. However you open a Quick Note, the last one you created is opened. If you need to start a new one, type cmd-N. A blank Quick Note appears, which you can fill in.

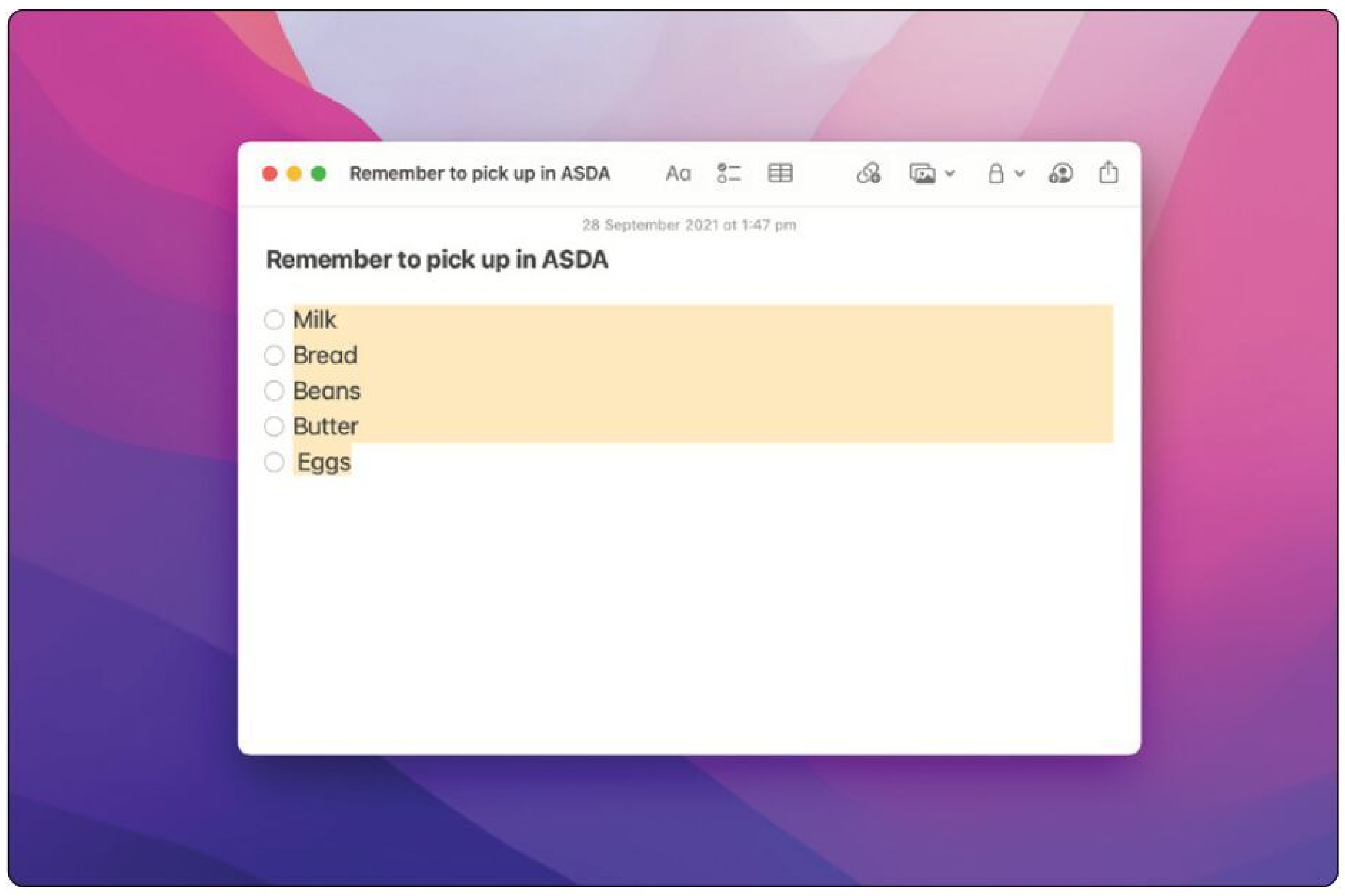


Remember to pick up in ASDA

Milk
Bread
Beans
Butter
Eggs

**4** You can also open and use a Quick Note on your iPad, as long as it's running iPadOS 15 or later. Just swipe into the screen from the bottom-right corner. Quick Notes are synced through iCloud, so you can open it on your Mac.

# More About Quick Note



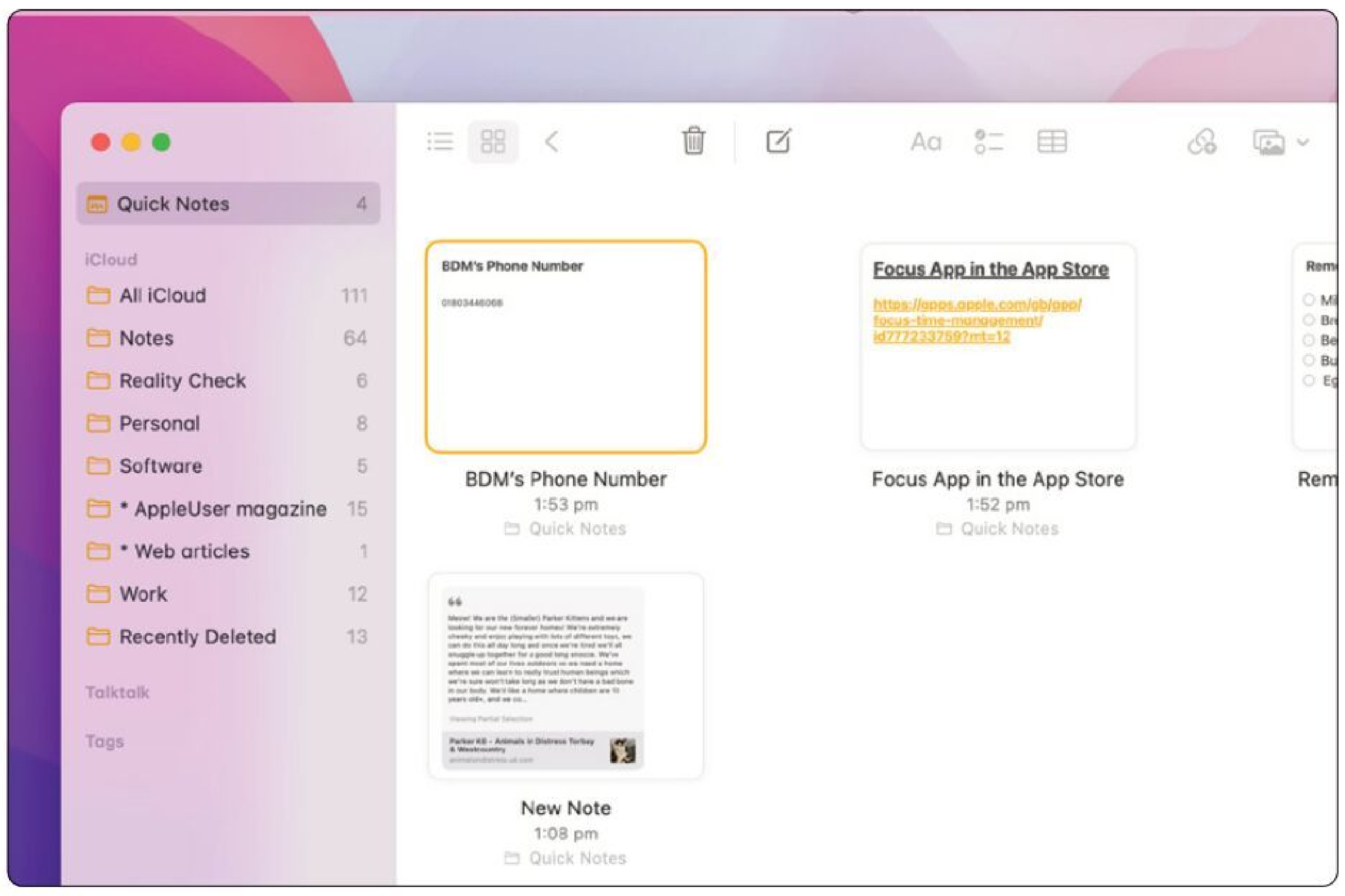
Remember to pick up in ASDA

28 September 2021 at 1:47 pm

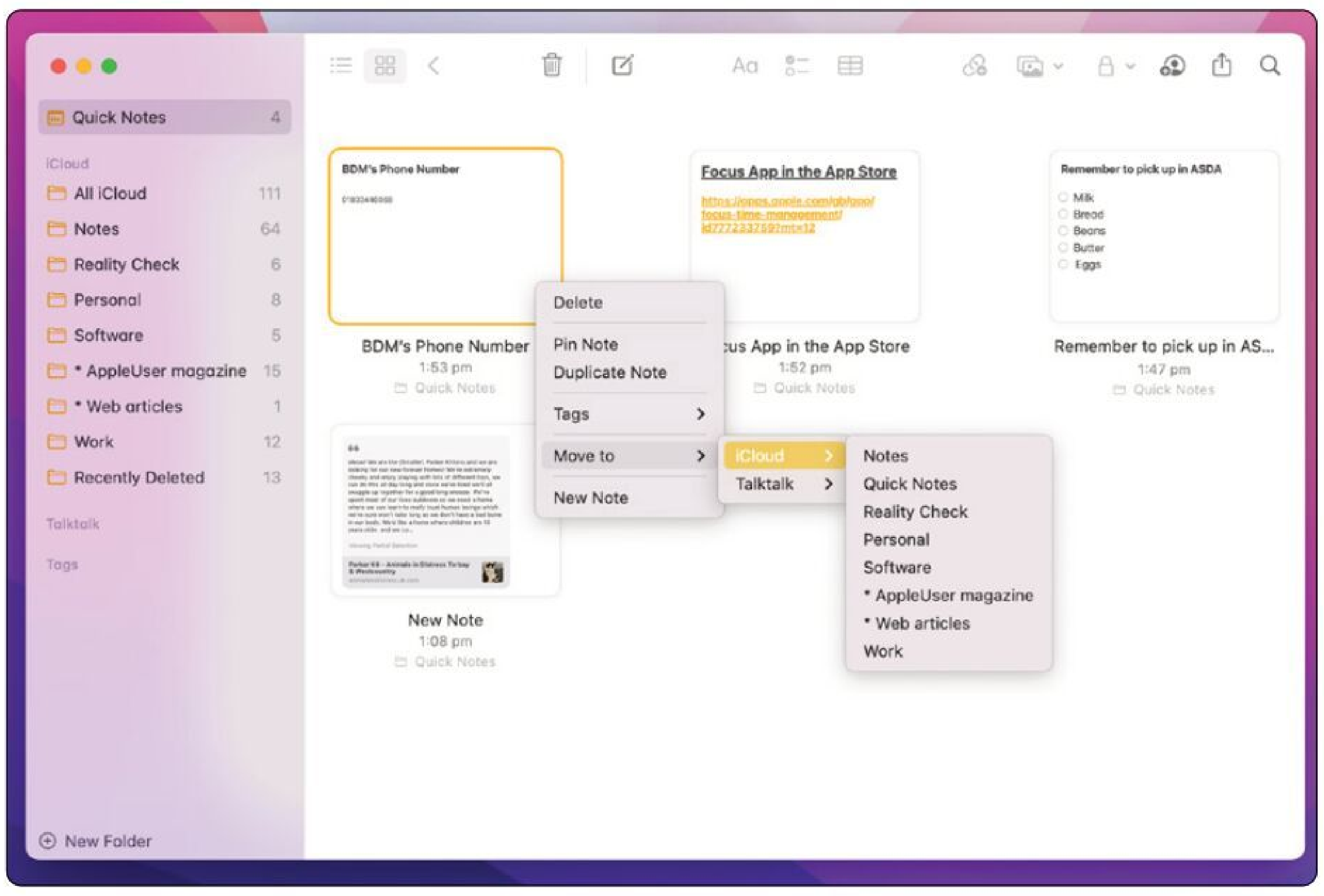
**Remember to pick up in ASDA**

- ○ Milk
- ○ Bread
- ○ Beans
- ○ Butter
- ○ Eggs

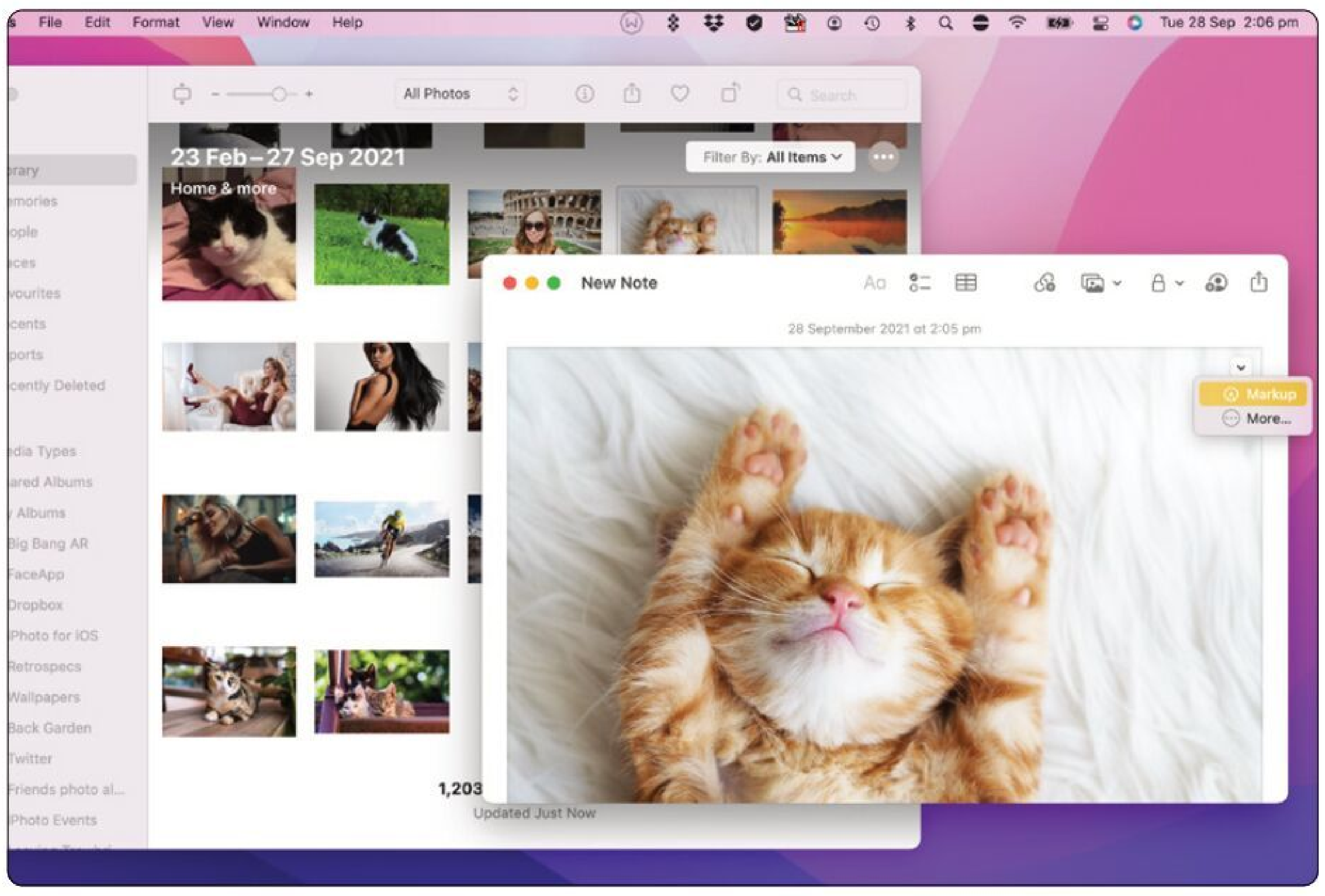
**1** At the top of a Quick Note, you'll see the same tool icons you get in the Notes app, such as formatting, make a checklist, set up a table and more. You can use these in exactly the same way as you do with regular notes.


Quick Notes 4
iCloud
All iCloud 111
Notes 64
Reality Check 6
Personal 8
Software 5
* AppleUser magazine 15
* Web articles 1
Work 12
Recently Deleted 13
Talktalk
Tags
BDM's Phone Number
1:53 pm
Quick Notes
Focus App in the App Store
1:52 pm
Quick Notes
New Note
1:08 pm
Quick Notes

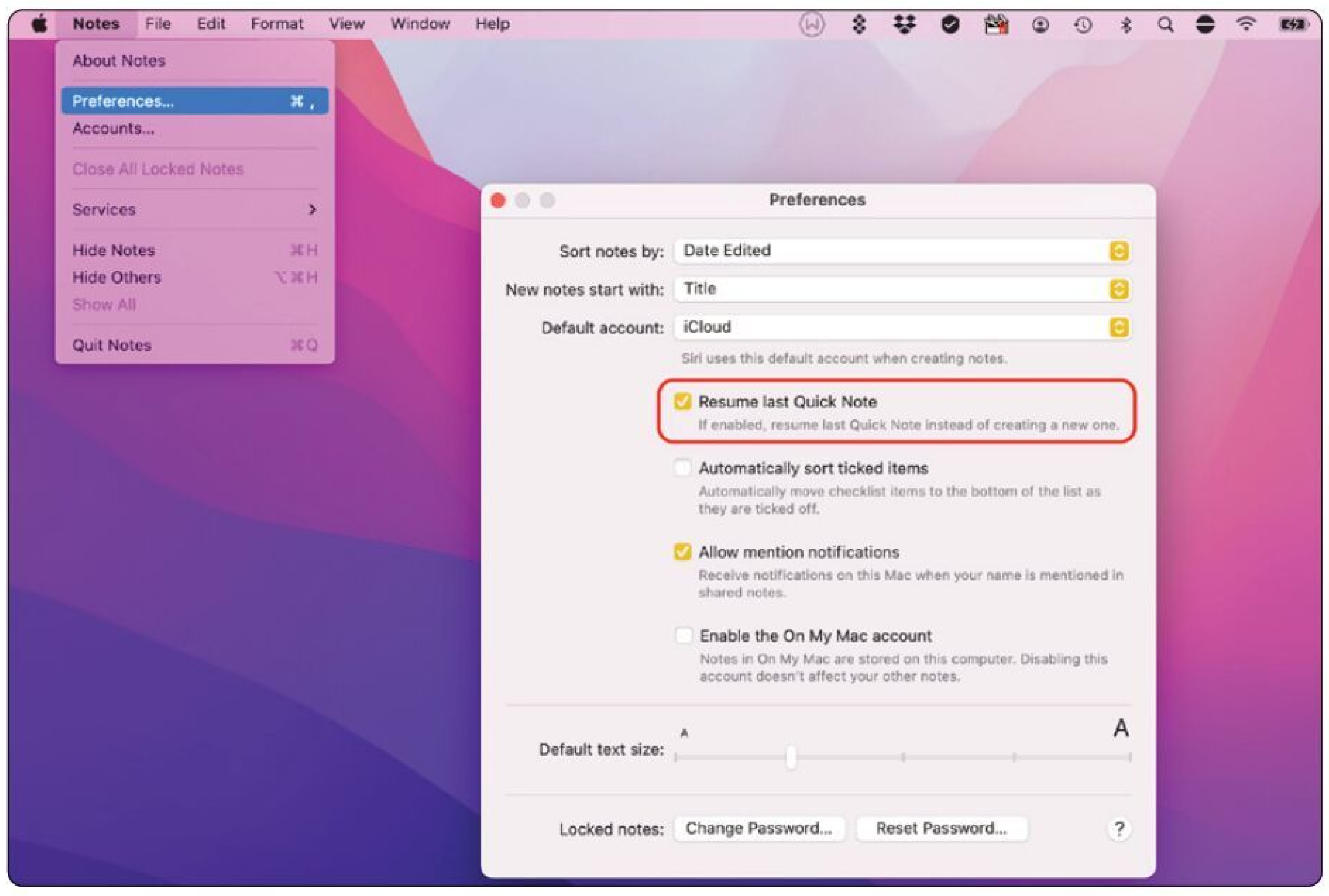
**2** When you open the Notes app, at the top of the folders column on the left-hand side, you'll see a new entry; Quick Notes. Click on it and you can review and edit your Quick Notes. They open like a regular note; just double click on one.


Quick Notes 4
iCloud
All iCloud 111
Notes 64
Reality Check 6
Personal 8
Software 5
* AppleUser magazine 15
* Web articles 1
Work 12
Recently Deleted 13
Talktalk
Tags
New Folder
BDM's Phone Number
Focus App in the App Store
Remember to pick up in AS...
Delete
Pin Note
Duplicate Note
Tags
Move to
New Note
iCloud
Talktalk
Notes
Quick Notes
Reality Check
Personal
Software
* AppleUser magazine
* Web articles
Work

**3** If you'd rather change one of your Quick Notes into a regular note, you can do that too. Right-click or ctrl-click on it, move the pointer down to the Move To option and from there, navigate to a folder in your Notes app.


File
Edit
Format
View
Window
Help
Tue 28 Sep 2:06 pm
All Photos
23 Feb – 27 Sep 2021
Home & more
Filter By: All Items
New Note
26 September 2021 at 2:05 pm
Markup
More...
1,203
Updated Just Now

**4** You can drag a picture onto a Quick Note, and it appears as an attachment, just like in regular Notes. Also like in regular notes, you can click on a picture, click on the chevron in the top-right corner and then mark it up.


Notes
File
Edit
Format
View
Window
Help
About Notes
Preferences... ⌘,
Accounts...
Close All Locked Notes
Services
Hide Notes ⌘H
Hide Others ⌥⌘H
Show All
Quit Notes ⌘Q

Preferences

Sort notes by: Date Edited

New notes start with: Title

Default account: iCloud

Siri uses this default account when creating notes.

☑ Resume last Quick Note
If enabled, resume last Quick Note instead of creating a new one.

☐ Automatically sort ticked items
Automatically move checklist items to the bottom of the list as they are ticked off.

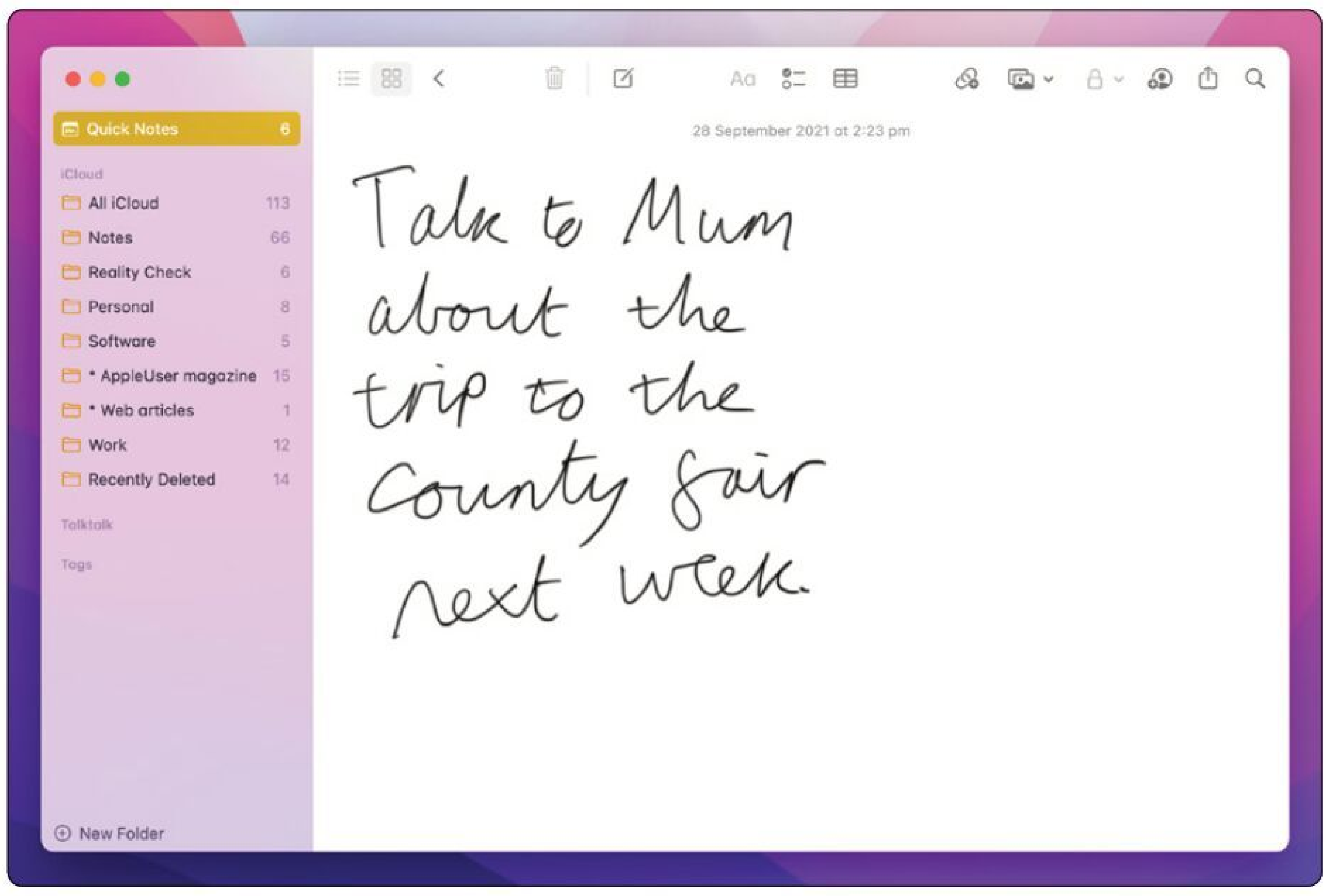
☑ Allow mention notifications
Receive notifications on this Mac when your name is mentioned in shared notes.

☐ Enable the On My Mac account
Notes in On My Mac are stored on this computer. Disabling this account doesn't affect your other notes.

Default text size:

Locked notes: Change Password... Reset Password...

**5** If you'd rather a new note appear when you open your Quick Note instead of the last one you created being opened, in the Notes app, under the Notes menu open Preferences. Uncheck the first checkbox, Resume last Quick Note.


Quick Notes 6
iCloud
All iCloud 113
Notes 66
Reality Check 6
Personal 8
Software 5
* AppleUser magazine 15
* Web articles 1
Work 12
Recently Deleted 14
Talktalk
Tags
New Folder

28 September 2021 at 2:23 pm

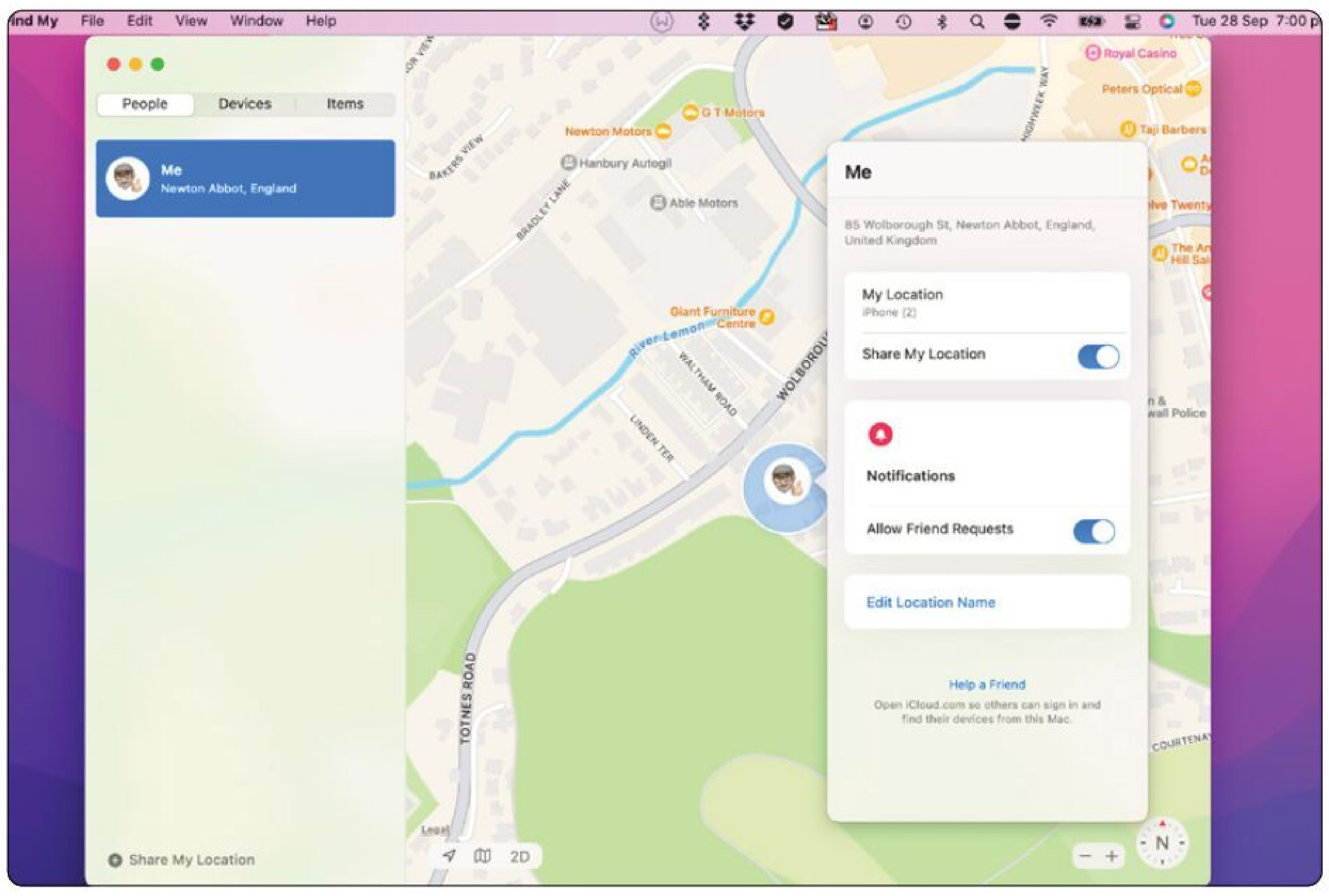
Talk to Mum
about the
trip to the
County fair
next week.

**6** Quick Notes are synced between your Apple devices, though as the iPhone doesn't offer the feature, they appear as regular notes there. You can scribble on an iPad Quick Note using an Apple Pencil, and it appears as such on your Mac.

# Find My
# Find Your Gear

With Find My, you can keep track of your friends' whereabouts, and they can keep an eye on yours. You can also track down a missing Mac, iPad, iPhone or Apple Watch, find your missing AirPods and keep track of your AirTags. It's great if you're arranging a meeting, or finding lost or stolen Apple gear.

## The People Tab


People
Devices
Items
Share My Location
Help a Friend
Edit Location Name

Me
Newton Abbot, England

Me
85 Wolborough St, Newton Abbot, England, United Kingdom

My Location
iPhone (2)

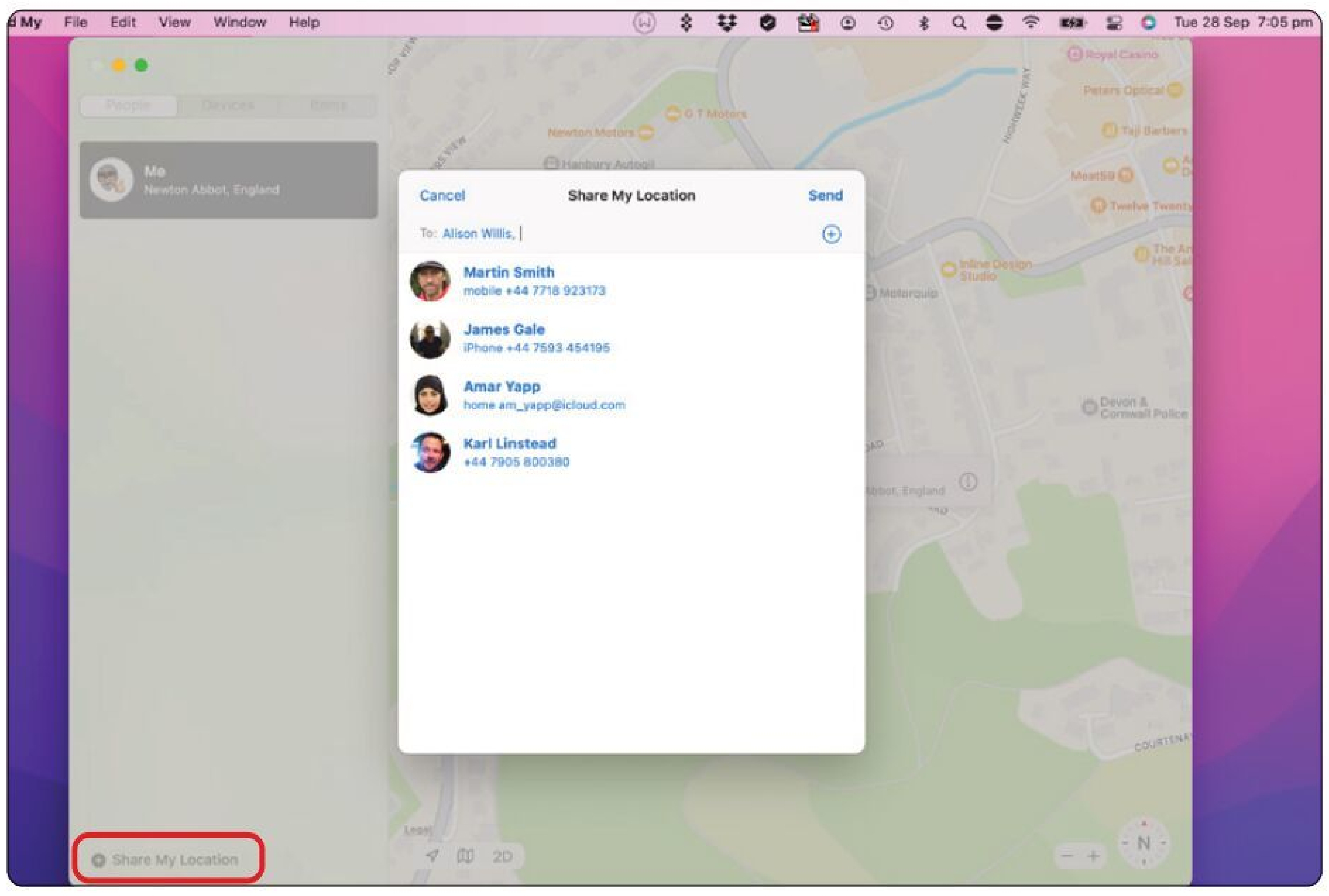
Share My Location

Notifications

Allow Friend Requests

Open iCloud.com so others can sign in and find their devices from this Mac.

**1** Click the People tab. Click on your own picture in the left-hand sidebar, and click on the 'i' in the window that pops up on the map. In the next window, you can change the device through which your location is represented, switch off sharing, Notifications and more.


Cancel
Share My Location
Send
Share My Location

To: Alison Willis,

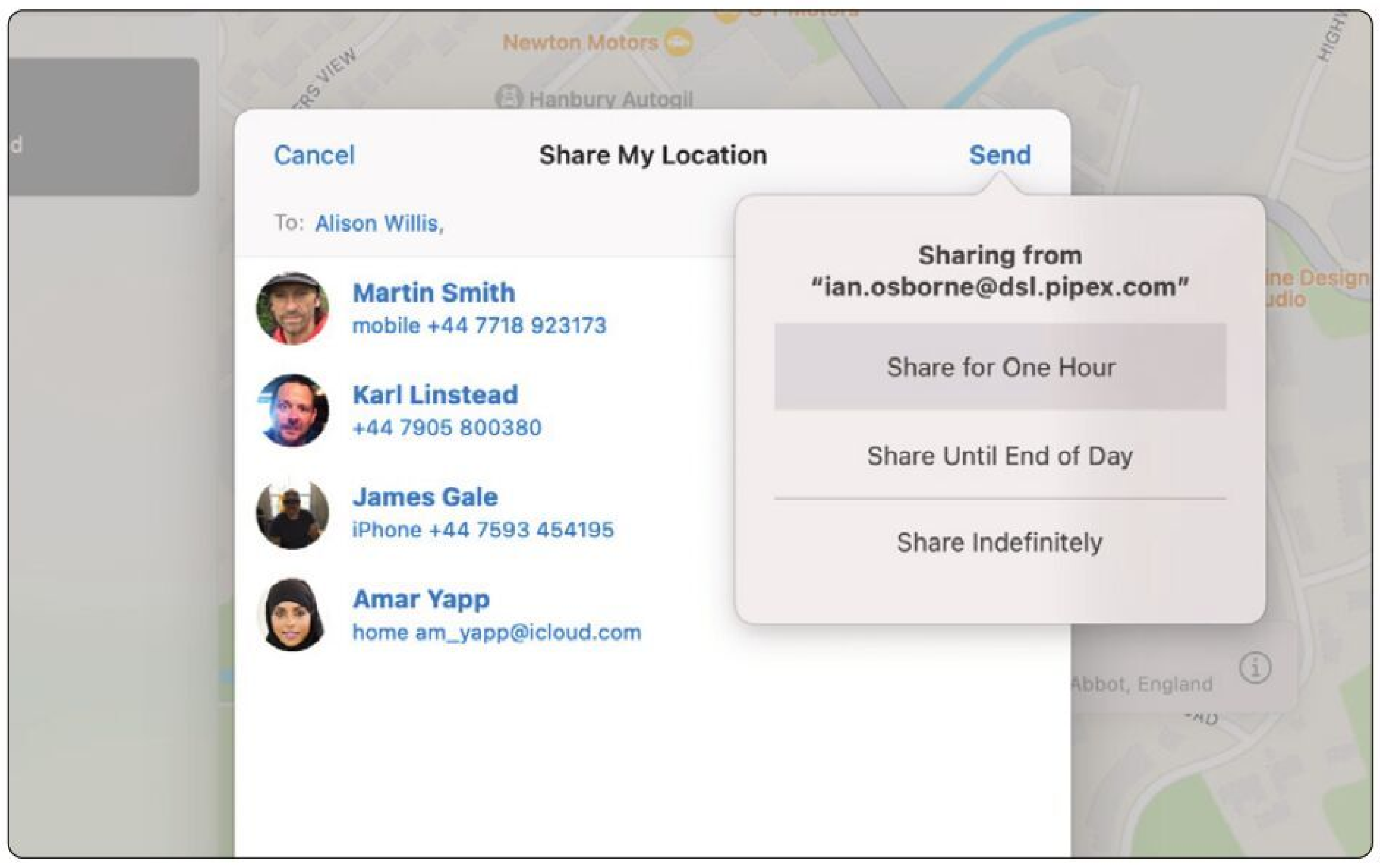
Martin Smith
mobile +44 7718 923173

James Gale
iPhone +44 7593 454195

Amar Yapp
home am_yapp@icloud.com

Karl Linstead
+44 7905 800380

**2** To start sharing your location with someone else, click Share My Location in the bottom-left corner, Enter the name, phone number or email of another Apple user in the To field or navigate to their details using the + icon. People with whom you've recently shared your location are listed below.


Cancel
Share My Location
Send
Share for One Hour
Share Until End of Day
Share Indefinitely

To: Alison Willis,

Martin Smith
mobile +44 7718 923173

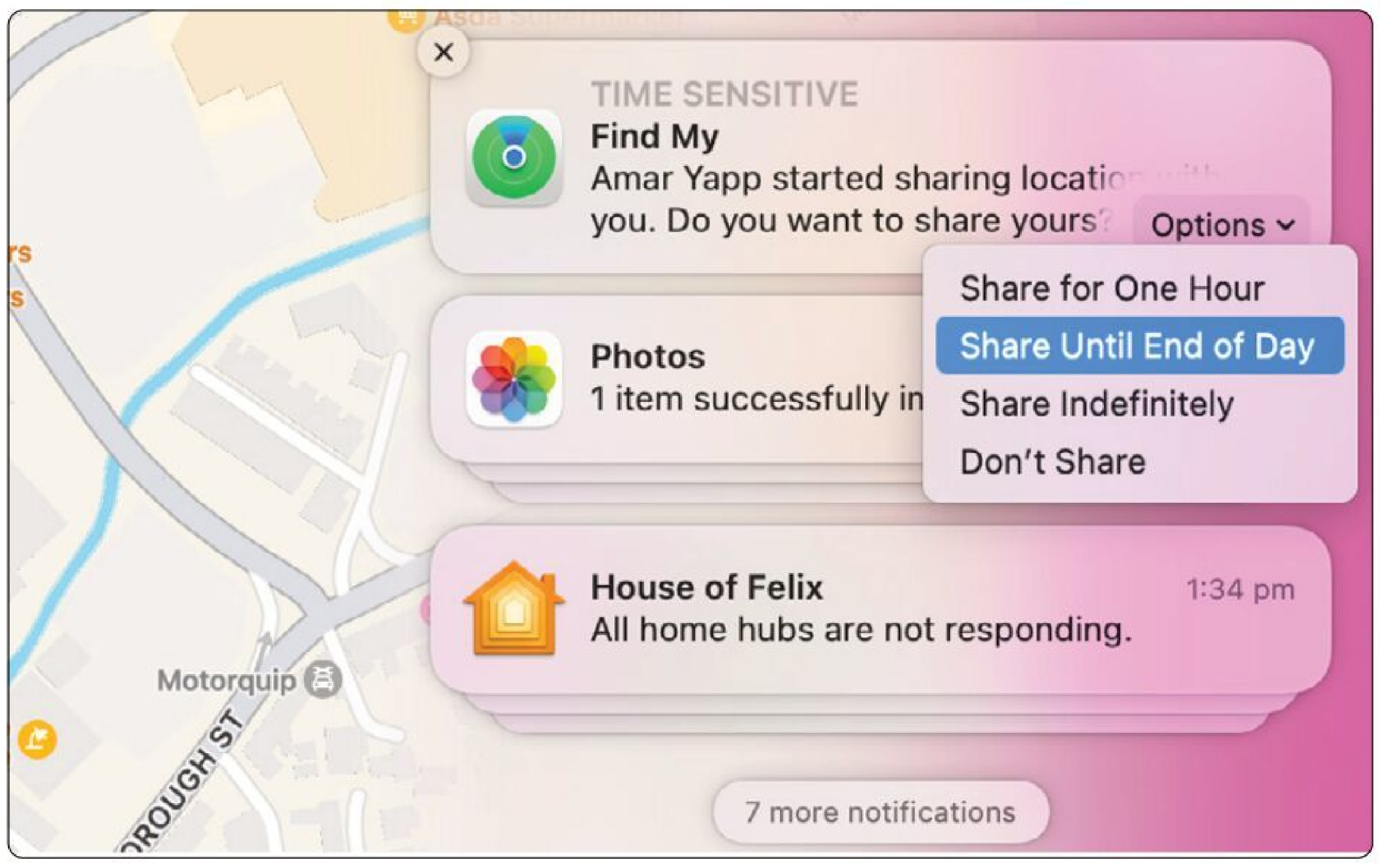
Karl Linstead
+44 7905 800380

James Gale
iPhone +44 7593 454195

Amar Yapp
home am_yapp@icloud.com

Sharing from "ian.osborne@dsl.pipex.com"

**3** Decide whether to share for an hour, the rest of the day or indefinitely, and your location is shared with that person. If they reciprocate, you can see their whereabouts on the map in the right-hand side of the window. Click their picture, then the 'i' for information on them.


Options
Share for One Hour
Share Until End of Day
Share Indefinitely
Don't Share
7 more notifications

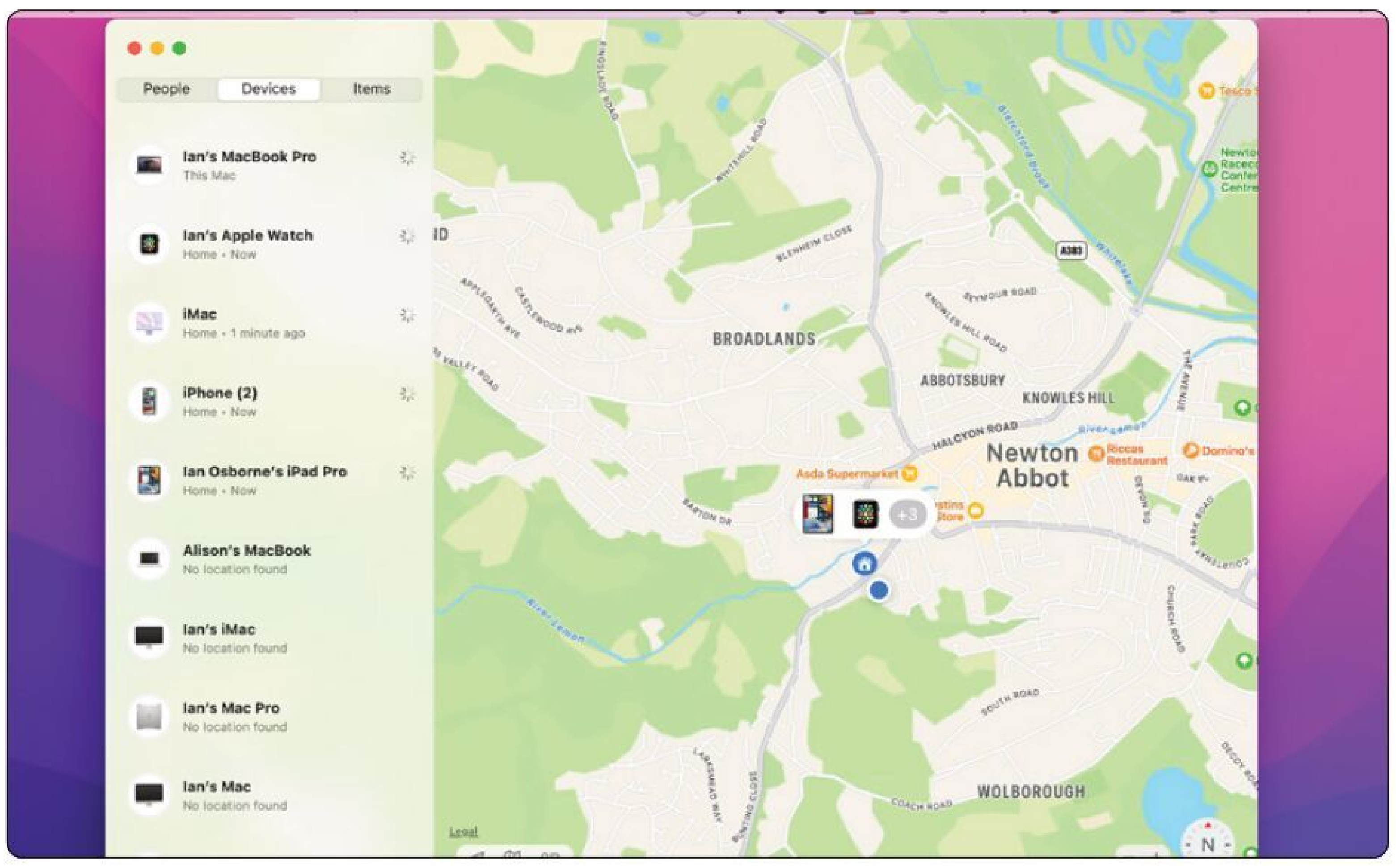
TIME SENSITIVE
Find My
Amar Yapp started sharing location with you. Do you want to share yours?

Photos
1 item successfully in

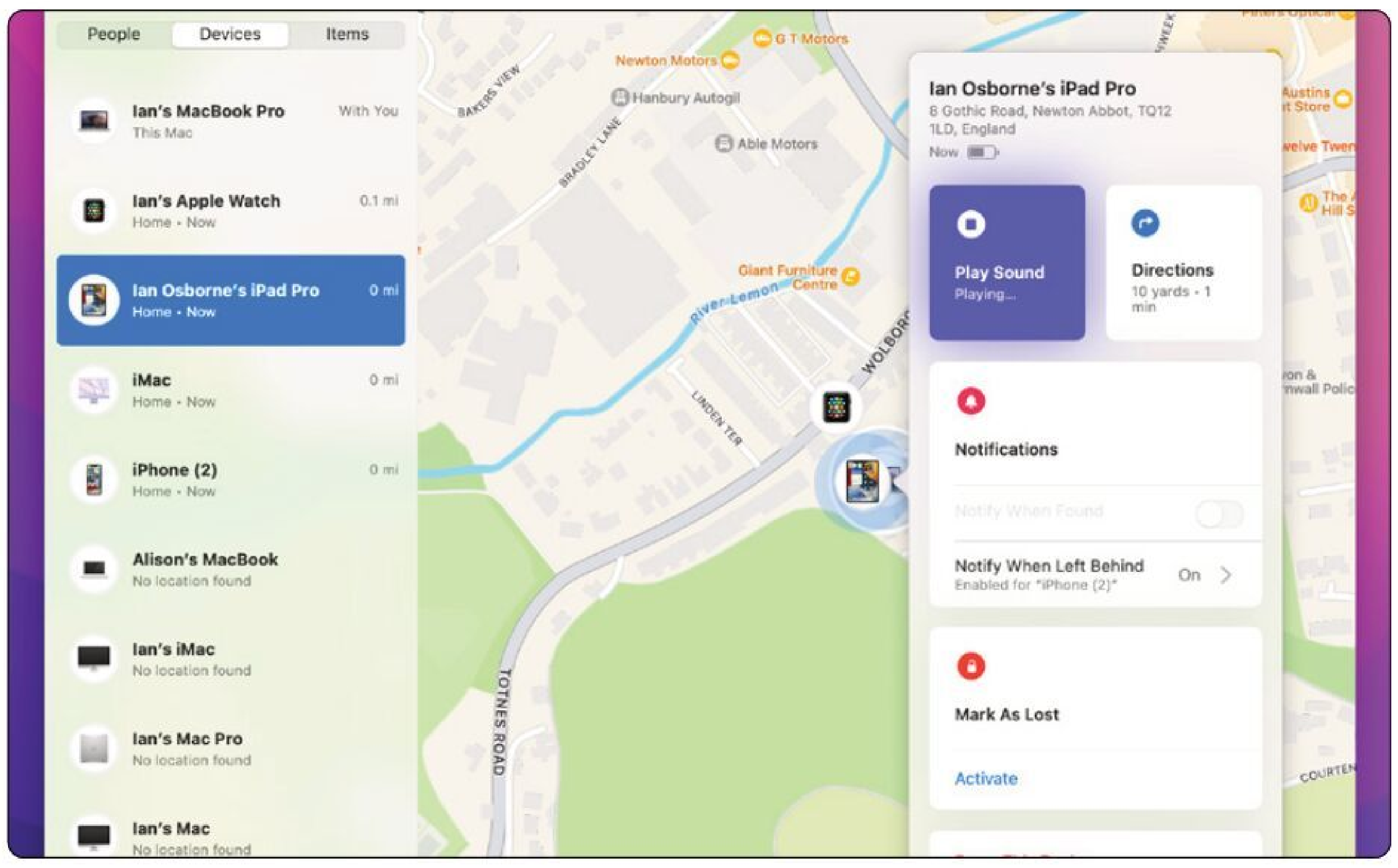
House of Felix 1:34 pm
All home hubs are not responding.

**4** If someone starts sharing their location with you, you get a notification letting you know. Using this notification – or by opening that person's information window in the Find My app itself – you can choose to share your location with them too; so they can see where you are.

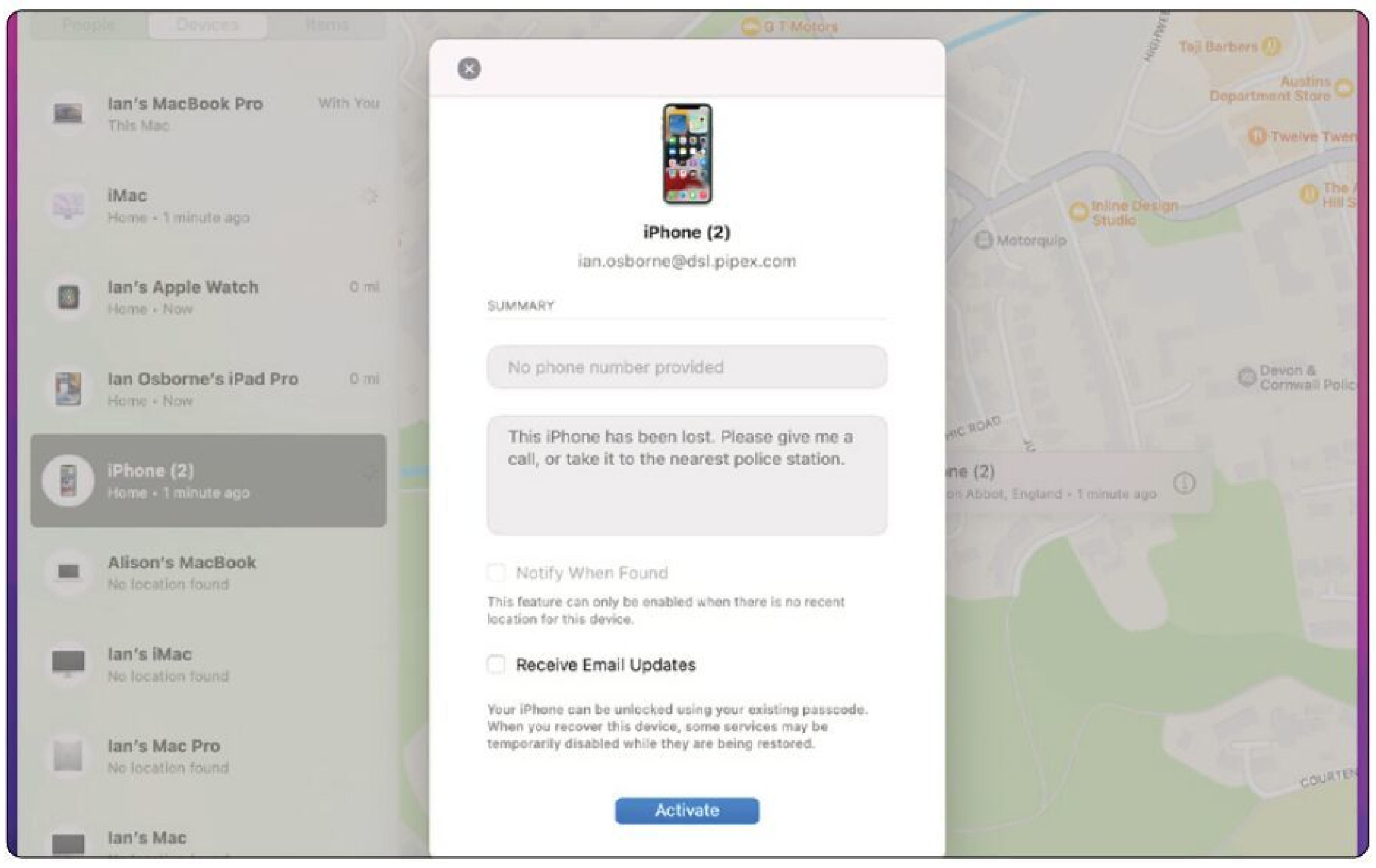
# The Devices and Items Tabs


People
Devices
Items
Ian's MacBook Pro
This Mac
Ian's Apple Watch
Home • Now
iMac
Home • 1 minute ago
iPhone (2)
Home • Now
Ian Osborne's iPad Pro
Home • Now
Alison's MacBook
No location found
Ian's iMac
No location found
Ian's Mac Pro
No location found
Ian's Mac
No location found
BROADLANDS
Newton Abbot
WOLBOROUGH

**1** The Devices and Items tabs work in the same way, with Devices being for Macs, iPhones, iPads, AirPods and Apple Watches, and Items being for gear you've protected by attaching an Apple AirTag to it. Click on either tab to see your property's current whereabouts.


People
Devices
Items
Ian's MacBook Pro
This Mac
With You
Ian's Apple Watch
Home • Now
0.1 mi
Ian Osborne's iPad Pro
Home • Now
0 mi
iMac
Home • Now
0 mi
iPhone (2)
Home • Now
0 mi
Alison's MacBook
No location found
Ian's iMac
No location found
Ian's Mac Pro
No location found
Ian's Mac
No location found
Ian Osborne's iPad Pro
6 Gothic Road, Newton Abbot, TQ12 1LD, England
Now
Play Sound
Playing...
Directions
10 yards • 1 min
Notifications
Notify When Found
Notify When Left Behind
Enabled for "iPhone (2)"
On
Mark As Lost
Activate

**2** If you've mislaid something in the house, click on it in the left-hand sidebar and then click the device's 'i' icon on the map. In the window that pops up, click Play Sound in the top-left and the missing device beeps, allowing you to locate it. Just follow the sounds.


iPhone (2)
ian.osborne@dsl.pipex.com

SUMMARY

No phone number provided

This iPhone has been lost. Please give me a call, or take it to the nearest police station.

☐ Notify When Found

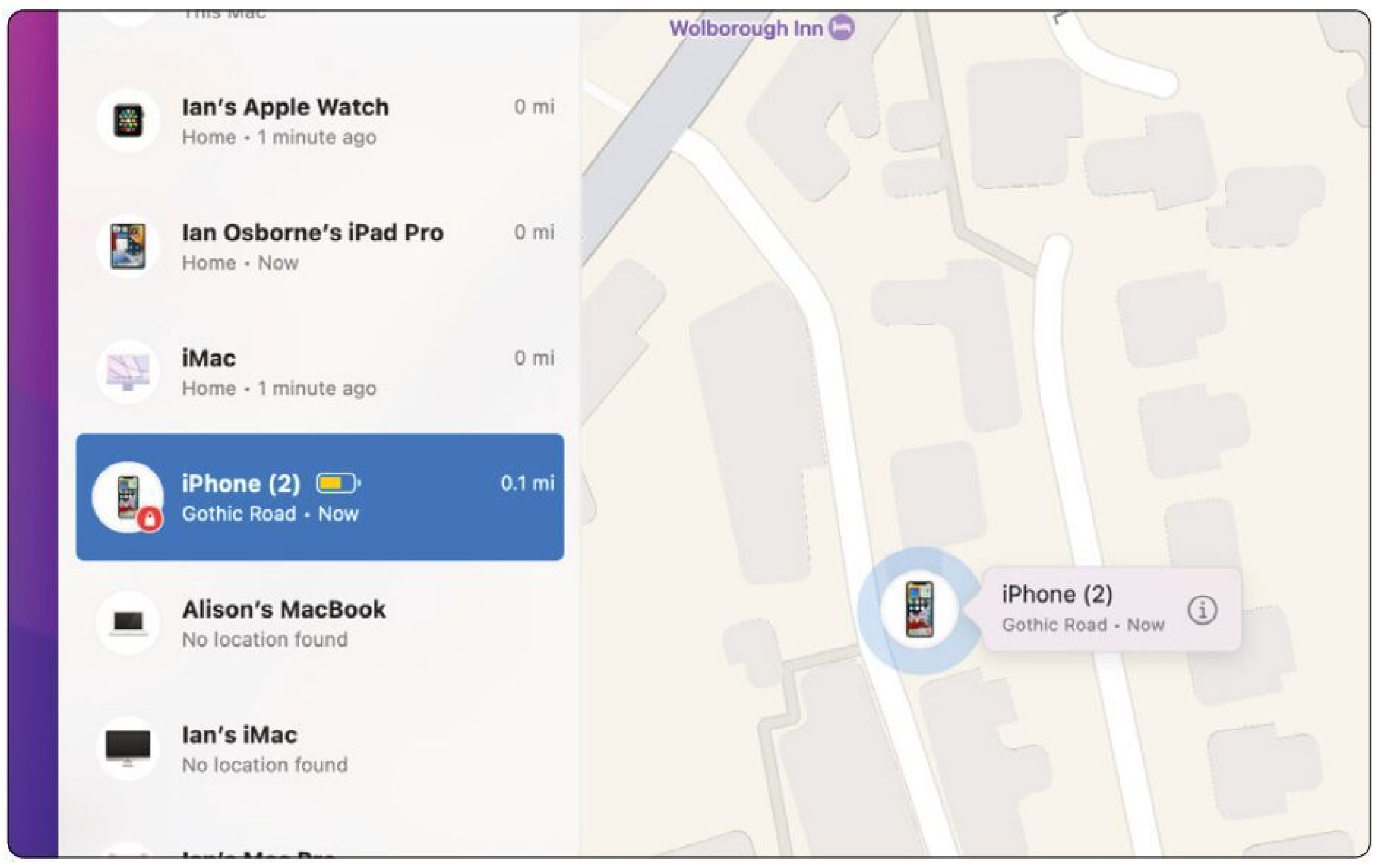
This feature can only be enabled when there is no recent location for this device.

☐ Receive Email Updates

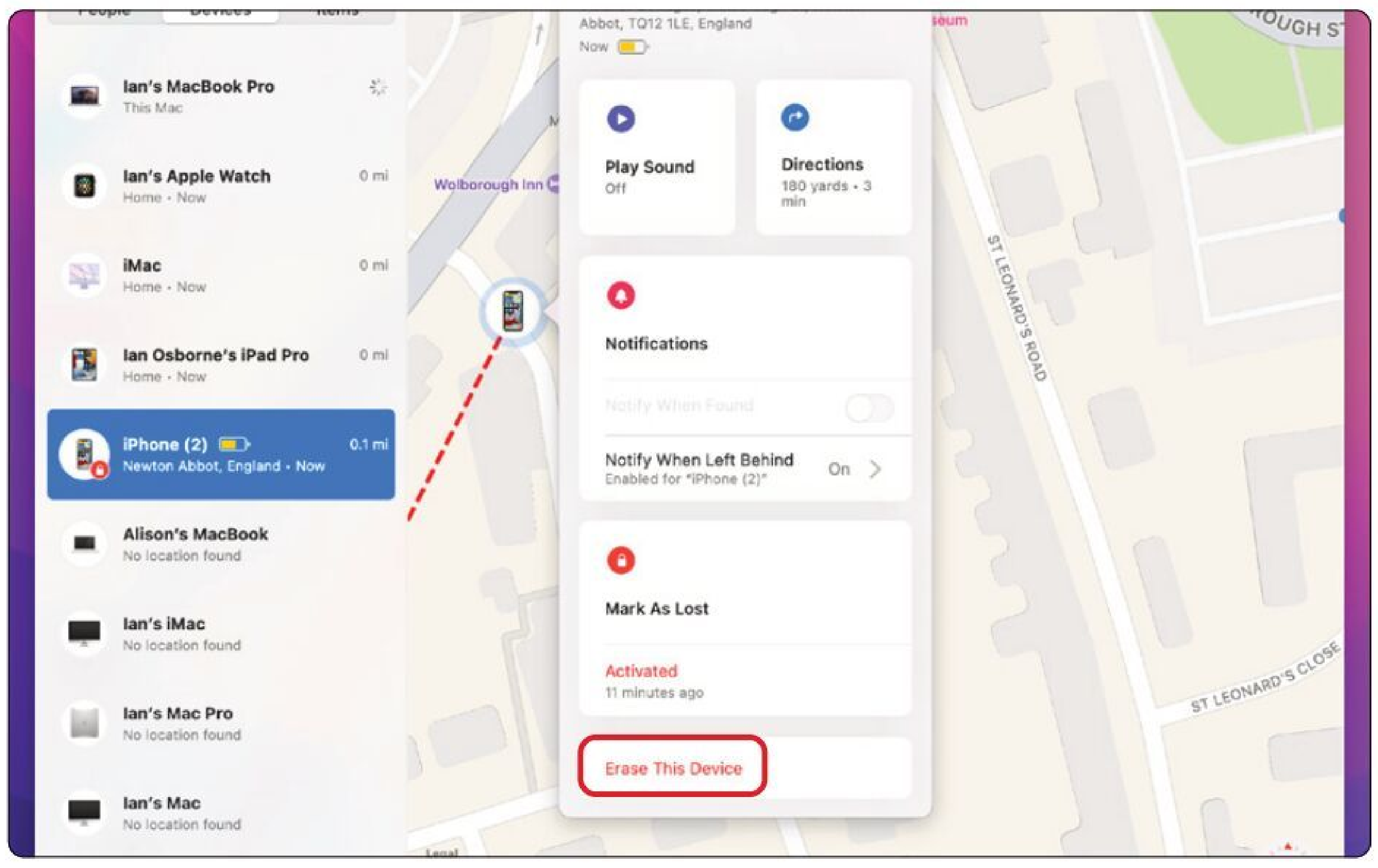
Your iPhone can be unlocked using your existing passcode. When you recover this device, some services may be temporarily disabled while they are being restored.

Activate
Ian's MacBook Pro
iMac
Ian's Apple Watch
Ian Osborne's iPad Pro
iPhone (2)
Alison's MacBook
Ian's iMac
Ian's Mac Pro
Ian's Mac

**3** If one of your gadgets is missing, in its information window, click Activate under Mark as Lost. You can then (optionally) add a phone number that can be used if someone finds your device and a message for the finder. You can then click Activate to mark it as lost.


Wolborough Inn
Ian's Apple Watch
Home • 1 minute ago
0 mi
Ian Osborne's iPad Pro
Home • Now
0 mi
iMac
Home • 1 minute ago
0 mi
iPhone (2)
Gothic Road • Now
0.1 mi
Alison's MacBook
No location found
Ian's iMac
No location found
iPhone (2)
Gothic Road • Now

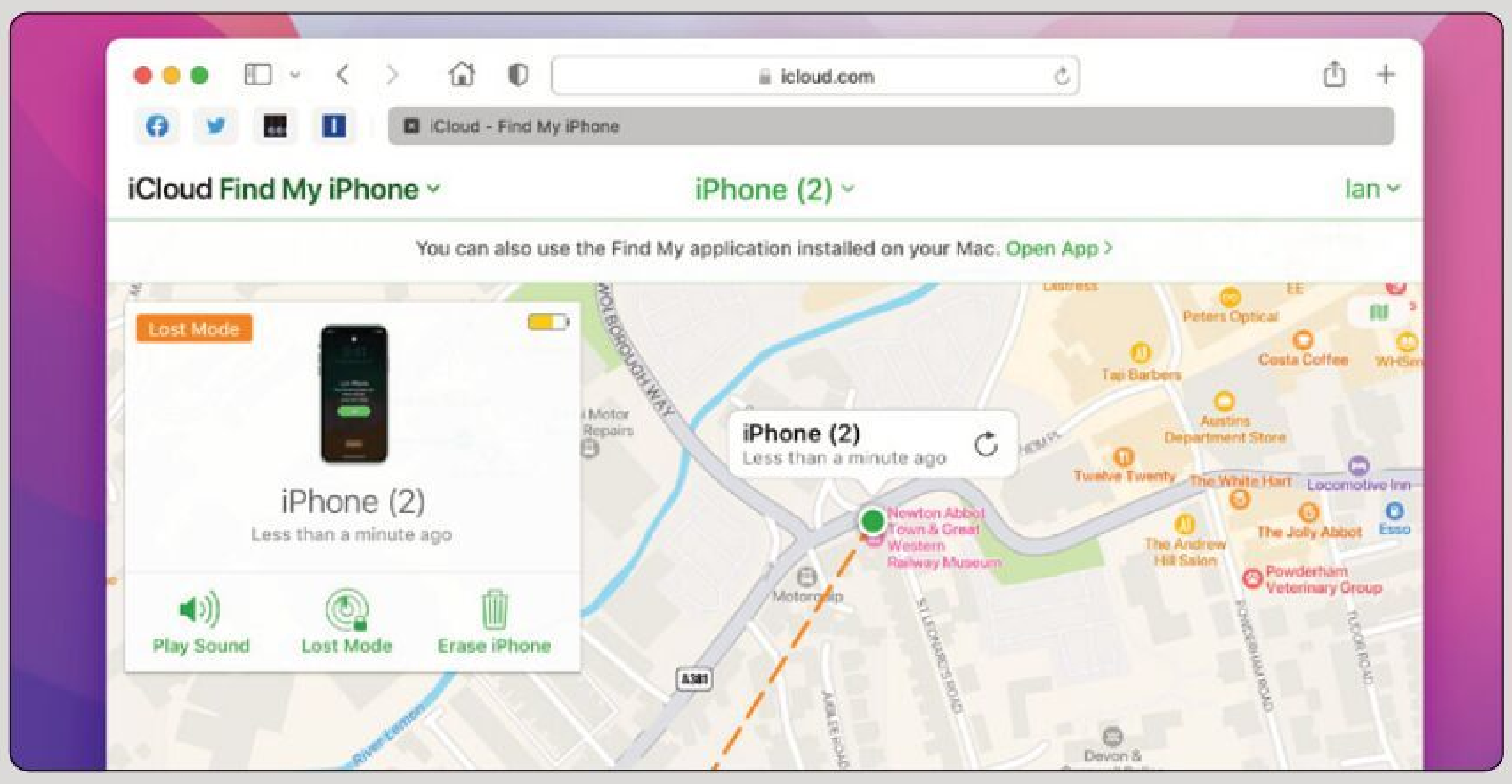
**4** A lost device is marked by a red lock on your Find My app. It cannot be used without your passcode, so a thief cannot make use of your missing gadget. You can also follow its whereabouts on the map, so you've an excellent chance of getting it back.


Ian's MacBook Pro
This Mac
Ian's Apple Watch
Home • Now
iMac
Home • Now
Ian Osborne's iPad Pro
Home • Now
iPhone (2)
Newton Abbot, England • Now
0.1 mi
Alison's MacBook
No location found
Ian's iMac
No location found
Ian's Mac Pro
No location found
Ian's Mac
No location found
Abbot, TQ12 1LE, England
Play Sound
Off
Directions
180 yards • 3 min
Notifications
Notify When Found
Notify When Left Behind
Enabled for "iPhone (2)"
On
Mark As Lost
Activated
11 minutes ago
Erase This Device
Wolborough Inn
ST LEONARD'S ROAD

**5** If you think your device is lost forever, click Erase This Device in its information window. This wipes it clean, so your information can't be accessed from it. You can no longer track it in the Find My app, though, so don't use this option unless you've given up hope of seeing it again.

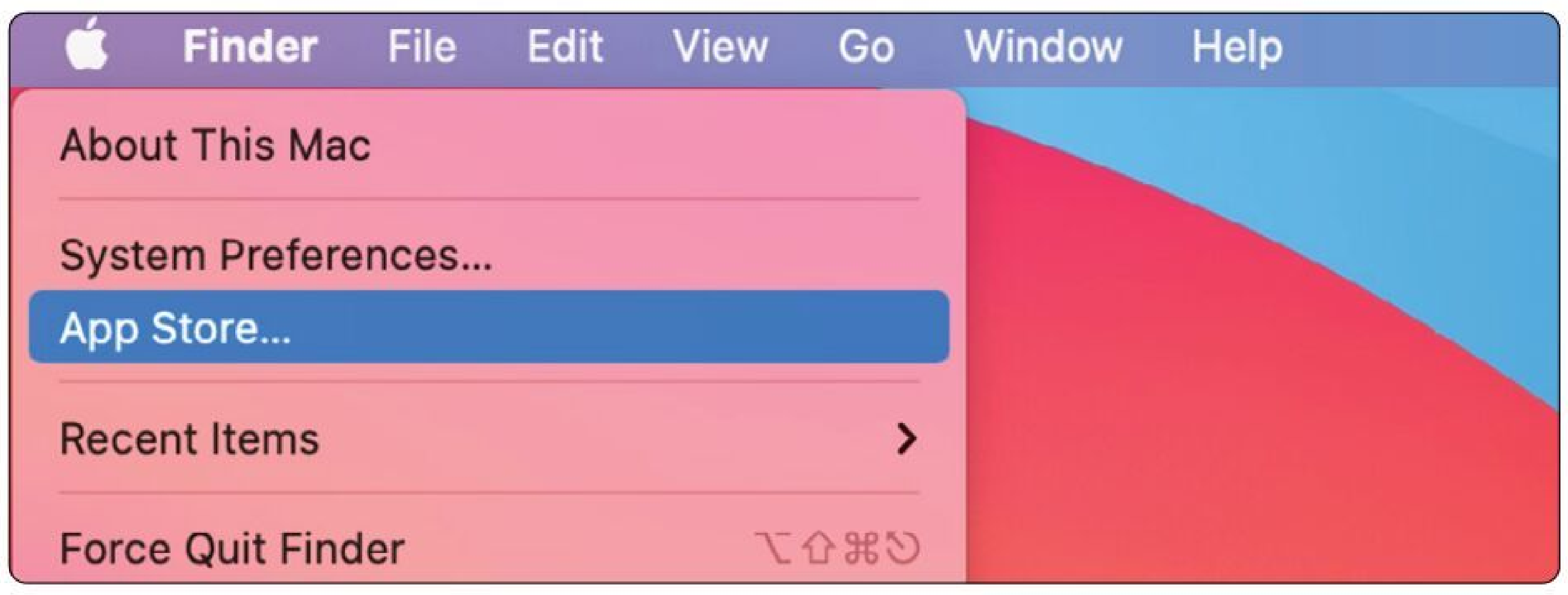
## Find My Online.

You can find your missing Apple gear using any device with a web browser. Go to www.icloud.com, log in with your apple I.D. details and click Find My iPhone. Using this online version of the app, you can find a lost or stolen Apple device, whether or not it's actually an iPhone.


icloud.com
iCloud - Find My iPhone
iCloud Find My iPhone
iPhone (2)
Ian
You can also use the Find My application installed on your Mac. Open App
Lost Mode
iPhone (2)
Less than a minute ago
Play Sound
Lost Mode
Erase iPhone
iPhone (2)
Less than a minute ago

# App Store
# Buy More Software

The App Store is the best place to download applications for your Mac. It's quick and secure, and has an easy-to-use interface so you can find all those obscure apps and utilities you've been wondering about. There's some great software out there to discover, purchase and download in the App Store.



**To open the App Store, click the Apple menu and select App Store. Alternatively, you can use the Monterey Launchpad or the App Store icon found in the Dock.**

**1** If you know the name of the application you're looking for, type it in the Search Bar to go straight to it. Suggestions are offered as you type, so click on one to select it. You can search for developers here too.

**2** Click on Discover for the App Store's main page, where you can see Apple's picks of the best and most essential apps for your Mac.

**3** For a monthly fee, Apple's all-you-can-eat Arcade gaming subscription service lets you play as many games as you want, for as long as you want.

**4** Click Create to look for apps designed for creativity, such as image editing, music making, photography, video editing, desktop publishing and more.

**5** Under Work you'll find the App Store's productivity apps, such as note taking apps, software for getting things done, apps to organise your life and more.

**6** Unsurprisingly, the Play section is for video games. The number and quality of games on the Mac has increased dramatically over the last few years, and this is where you get them.

**7** Ever wanted to write your own software? The Develop section is where they list the apps for developers, including art and drawing tools, as well as coding.

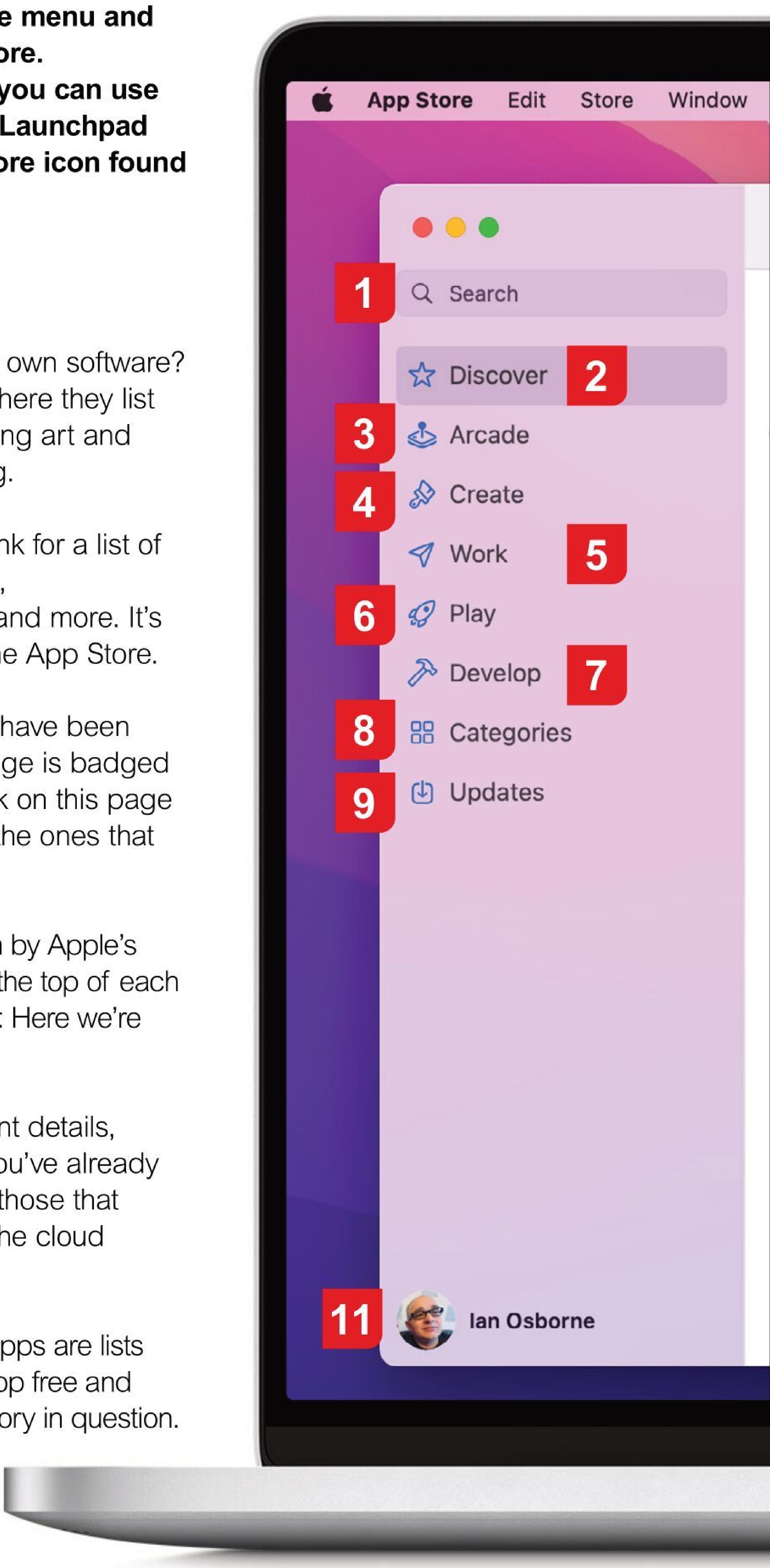
**8** Click on the Categories link for a list of genres such as Business, Entertainment, Finance, Music and more. It's another easy way to navigate the App Store.

**9** If any apps on your Mac have been updated, the Updates page is badged in the sidebar, as it is here. Click on this page to update these apps and see the ones that have been recently updated.

**10** Featured Apps are chosen by Apple's editors, and are shown at the top of each of the pages listed in the sidebar. Here we're showing the Discover page.

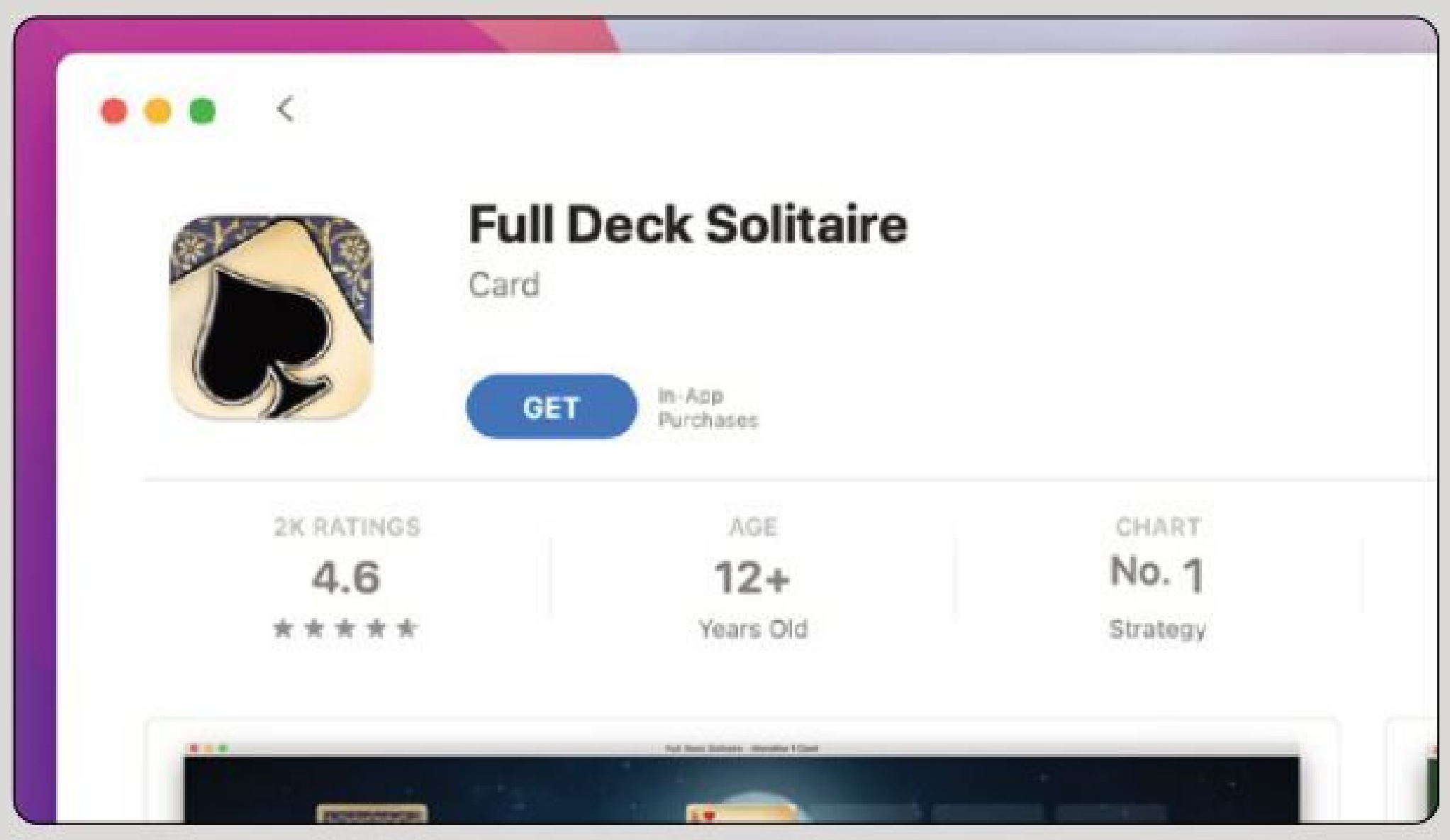
**11** Click here for your account details, including a list of apps you've already purchased. You can download those that aren't on your Mac by clicking the cloud symbol next to the app.

**12** Underneath the featured apps are lists showing the top paid-for, top free and editor's choice apps in the category in question. Click See All for the full list.



## Install Applications.

When you've found an app you want to install, click on its icon to open the details page. To install the app, simply click the price button under the app's title (or 'Get' for free apps), followed by the Install button that replaces it, then input your Apple ID.

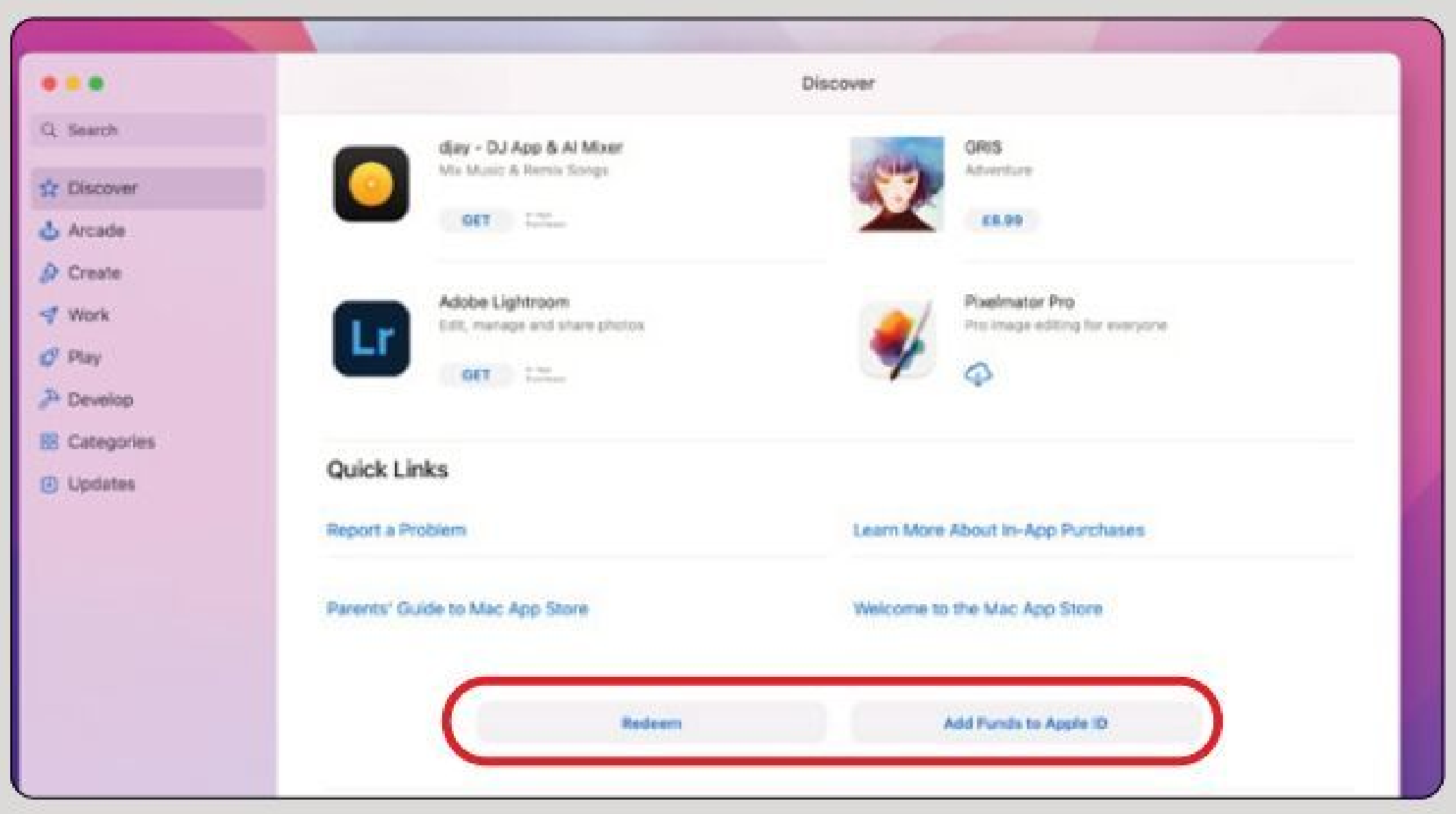


**Full Deck Solitaire**
Card
GET In-App Purchases

| 2K RATINGS | AGE | CHART |
|---|---|---|
| 4.6<br>★★★★★ | 12+<br>Years Old | No. 1<br>Strategy |

## Redeem/Add Funds.

In the App Store, if you scroll all the way to the bottom of the page, you see two buttons: Redeem and Add Funds to Apple ID. The Redeem button is for adding the value of an iTunes gift card to your account. Add Funds to Apple ID lets you pay money in by other means.



Discover

djay - DJ App & AI Mixer
Mix Music & Remix Songs
GET

GRIS
Adventure
£6.99

Adobe Lightroom
Edit, manage and share photos
GET

Pixelmator Pro
Pro image editing for everyone

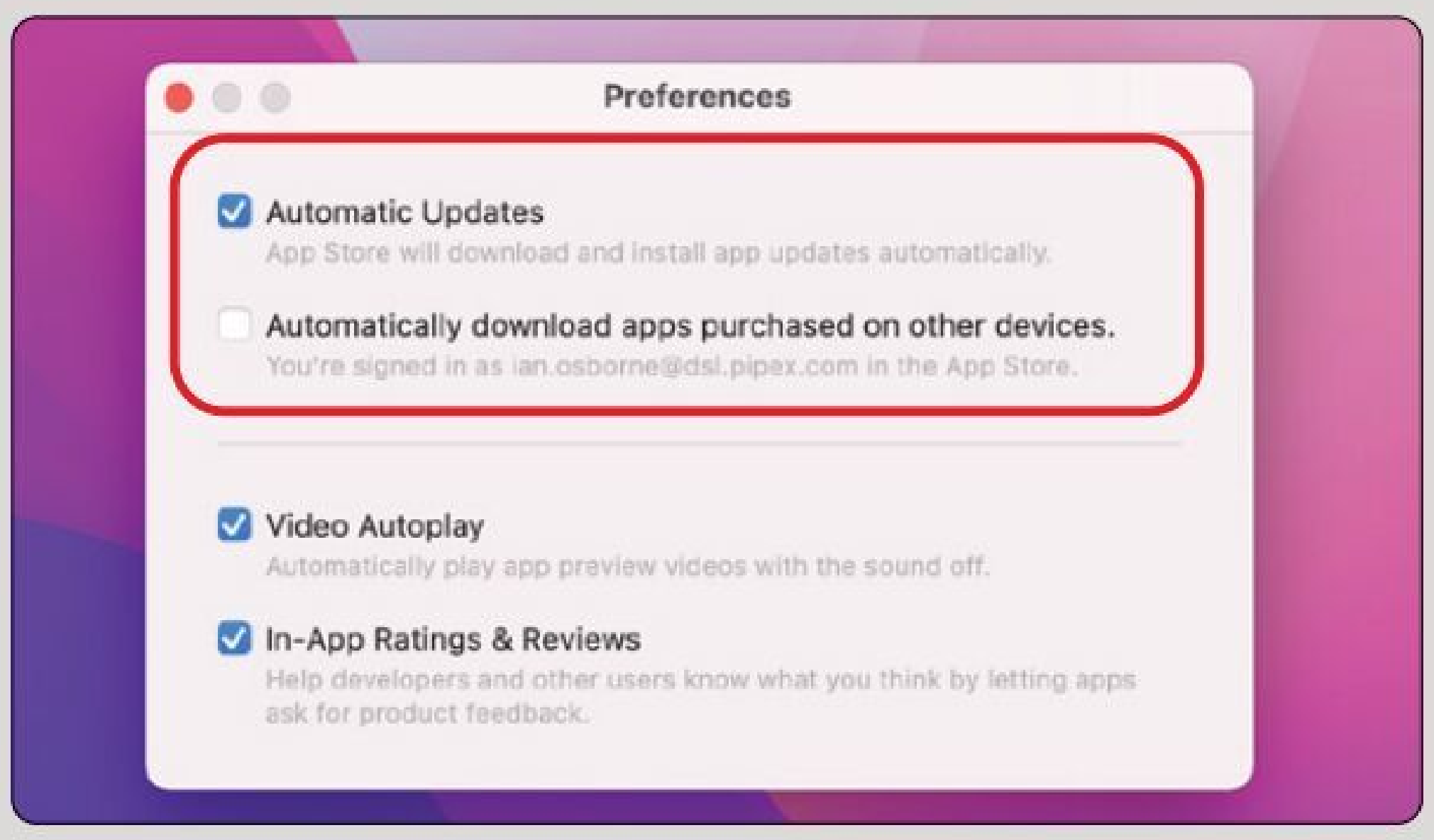
Quick Links

Report a Problem
Learn More About In-App Purchases
Parents' Guide to Mac App Store
Welcome to the Mac App Store

Redeem
Add Funds to Apple ID

## Auto App Updates.

You can update your apps in the background, removing the need to check for app updates manually. To activate this very useful addition, open the App Store preferences from the App Store menu and ensure that the Automatic Updates option is selected.



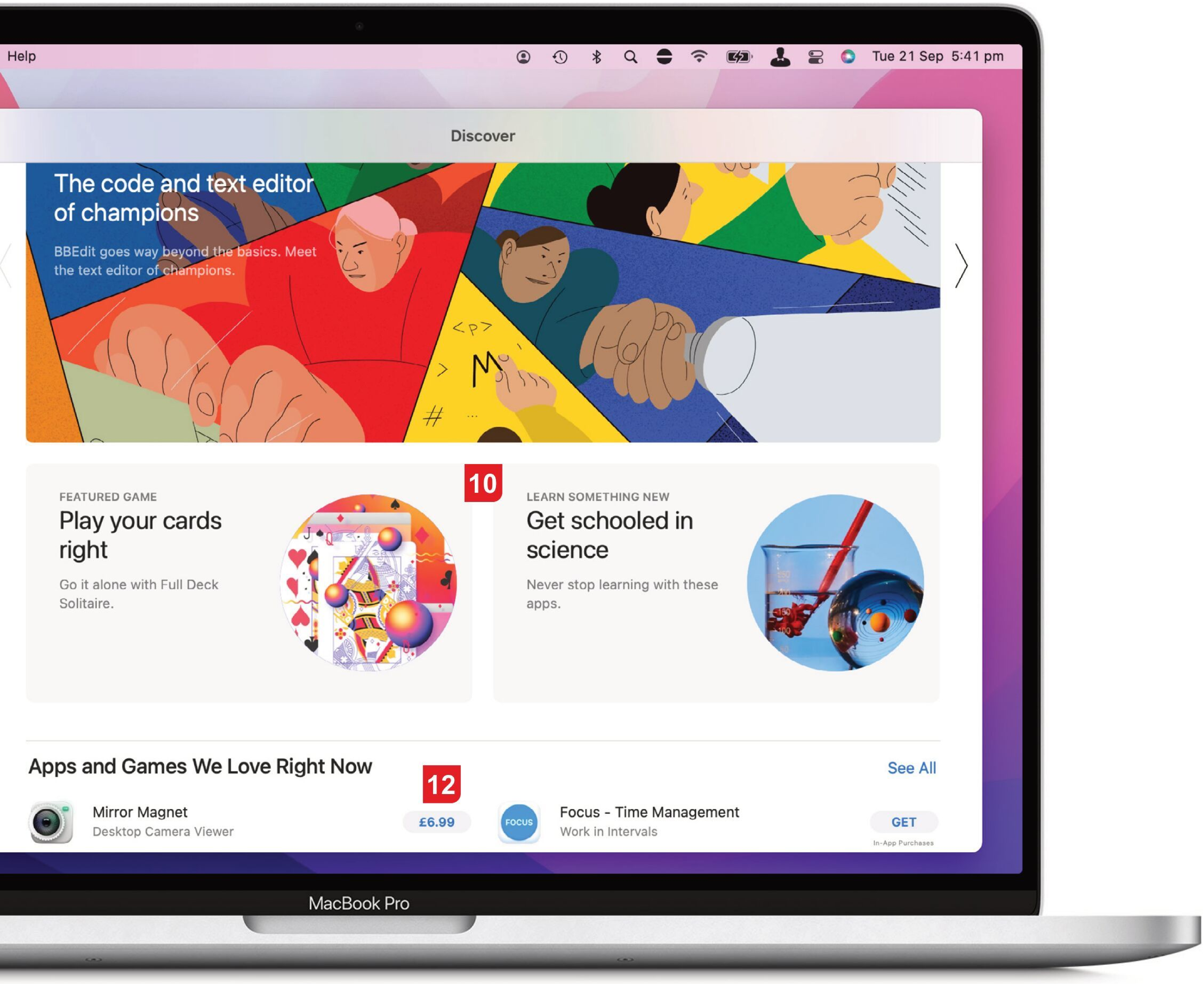
Preferences

☑ Automatic Updates
App Store will download and install app updates automatically.

☐ Automatically download apps purchased on other devices.
You're signed in as ian.osborne@dsl.pipex.com in the App Store.

☑ Video Autoplay
Automatically play app preview videos with the sound off.

☑ In-App Ratings & Reviews
Help developers and other users know what you think by letting apps ask for product feedback.



Discover

The code and text editor of champions

BBEdit goes way beyond the basics. Meet the text editor of champions.

FEATURED GAME
Play your cards right
Go it alone with Full Deck Solitaire.

LEARN SOMETHING NEW
Get schooled in science
Never stop learning with these apps.

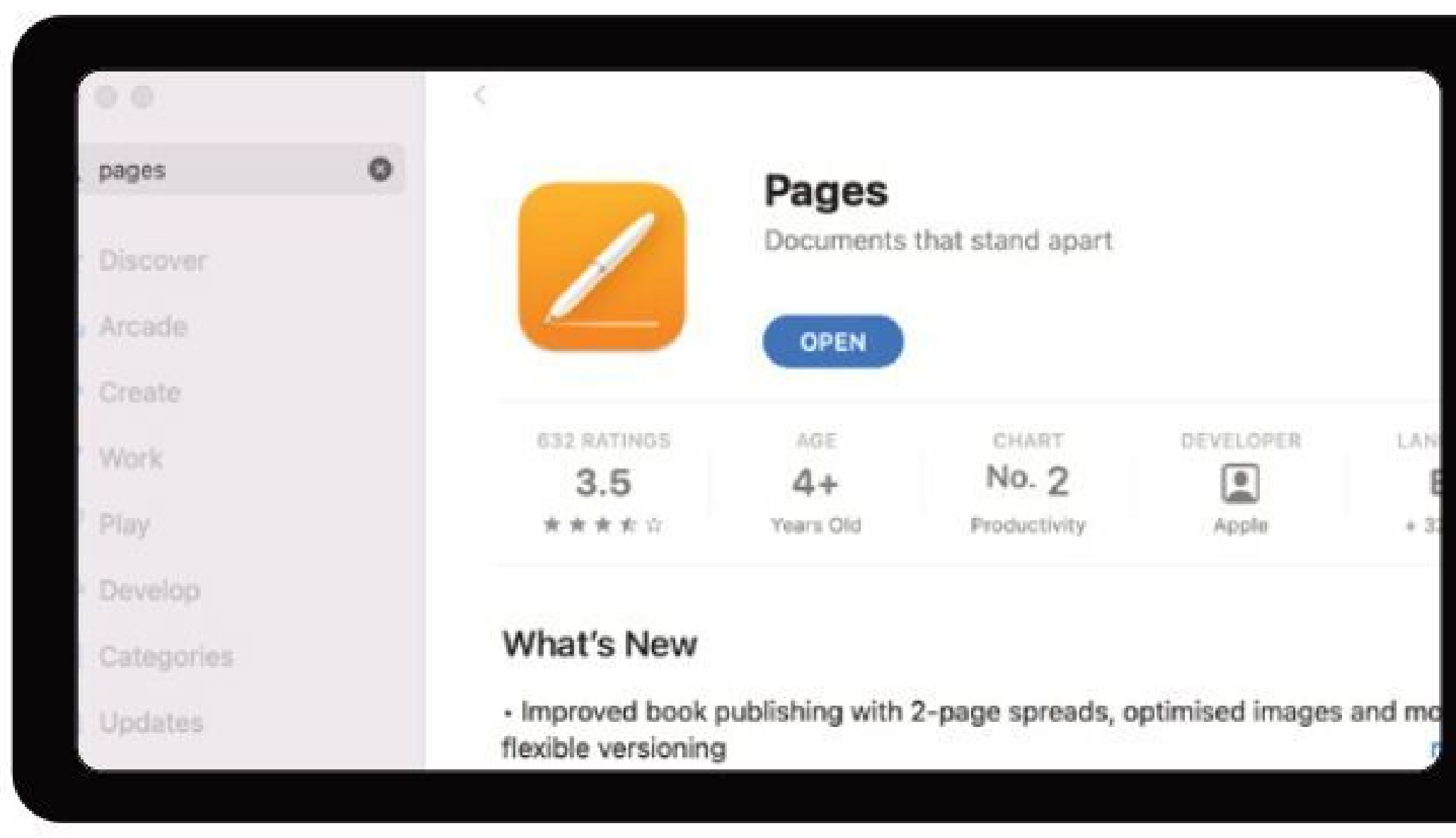
Apps and Games We Love Right Now
See All

Mirror Magnet
Desktop Camera Viewer
£6.99

Focus - Time Management
Work in Intervals
GET
In-App Purchases

# Pages Word Processor

Apple's own Pages is the Mac's premiere word processor, and it's free too. Download it from the App Store and you can write letters, design leaflets and flyers, import photos and pictures, and even produce an illustrated book, Pages is the app to get it done and published.


pages
Discover
Arcade
Create
Work
Play
Develop
Categories
Updates
Pages
Documents that stand apart
OPEN
832 RATINGS
3.5
AGE
4+
Years Old
CHART
No. 2
Productivity
DEVELOPER
Apple
What's New

• Improved book publishing with 2-page spreads, optimised images and mo
flexible versioning

**You need to download Pages from the App Store as it isn't pre-installed, but it's free.**

## Pages at a Glance

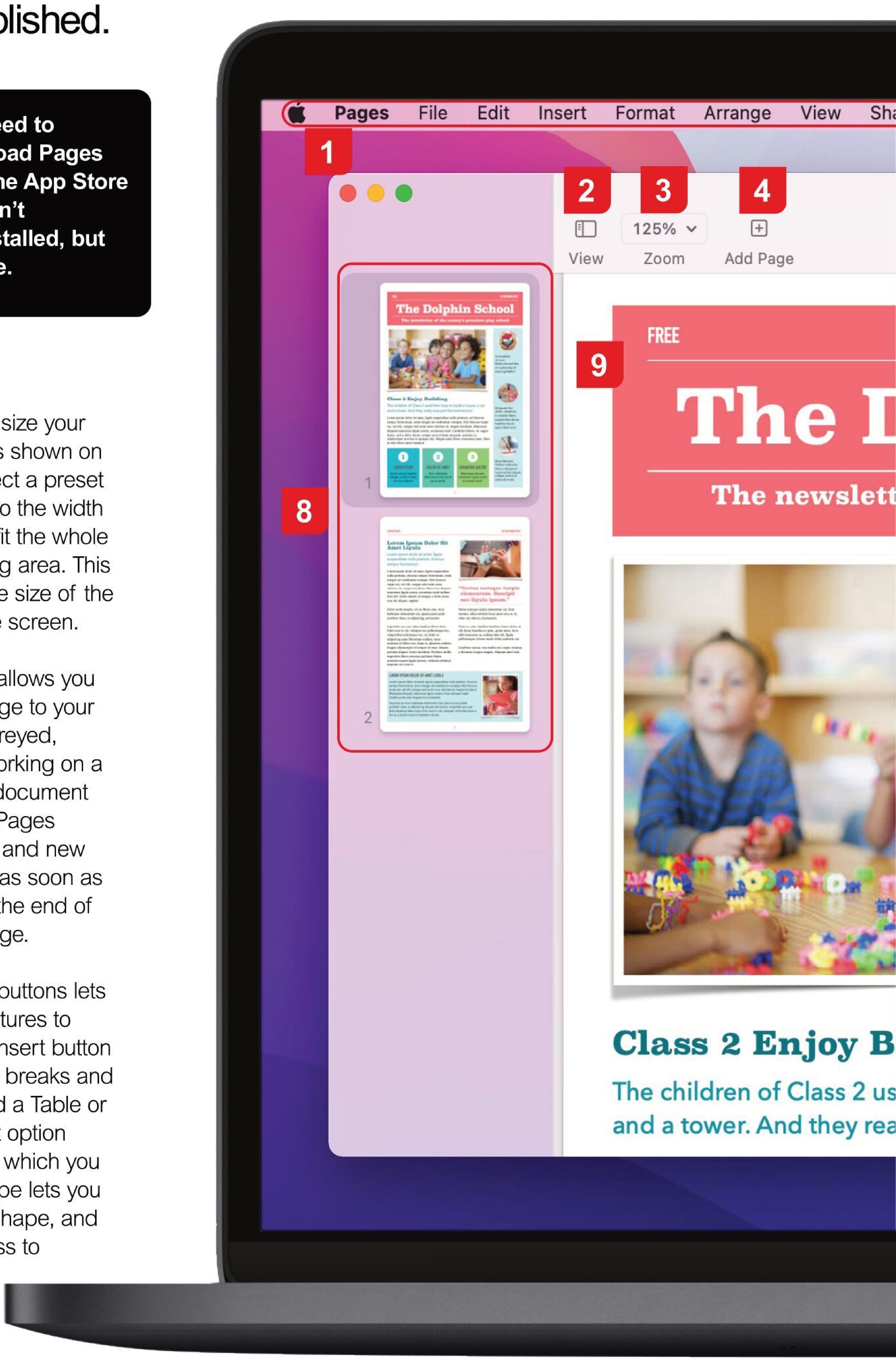
**1** Every app on the Mac has its own pull-down menus, and Pages is no exception. When you see a reference to a pull-down menu in the tutorials, this is where you'll find them. For example, you can open a new document in the File pull-down menu. To do this, click on the word 'File' in this top bar and select New from the menu that appears.

**2** The View button, found here, opens a menu with several options about showing and hiding on-screen tools and guides. You can choose between thumbnails and a list of contents in the left-hand sidebar, or hide it altogether. You can also show or hide comments, the word count, an on-screen ruler, the Find & Replace window and more. Take a look at this menu and familiarise yourself with these options as they come in very useful as you design your documents.

**3** Choose the size your document is shown on the screen, or select a preset option such as fit to the width of the window, or fit the whole page in the viewing area. This doesn't change the size of the document; just the screen.

**4** This button allows you to add a page to your document. If it's greyed, you're probably working on a word processing document (as opposed to a Pages layout document), and new pages are added as soon as your text reaches the end of the current last page.

**5** This row of buttons lets you add features to your layouts. The Insert button lets you add page breaks and more. You can add a Table or Chart and the Text option gives you a box in which you can type text. Shape lets you add a geometric shape, and Media gives access to


Pages
File
Edit
Insert
Format
Arrange
View
Sha
1
2
3
4
125%
View
Zoom
Add Page
8
9
The Dolphin School
1
2
FREE
The D
The newslett
Class 2 Enjoy B
The children of Class 2 us
and a tower. And they rea

photos, videos, audio clips and more. Highlight a piece of text or an object on the page, and you can add a comment.

**6** If you want to collaborate on your document with another Pages user, click this button and send an invite. You can set whether they can edit or just view the document.

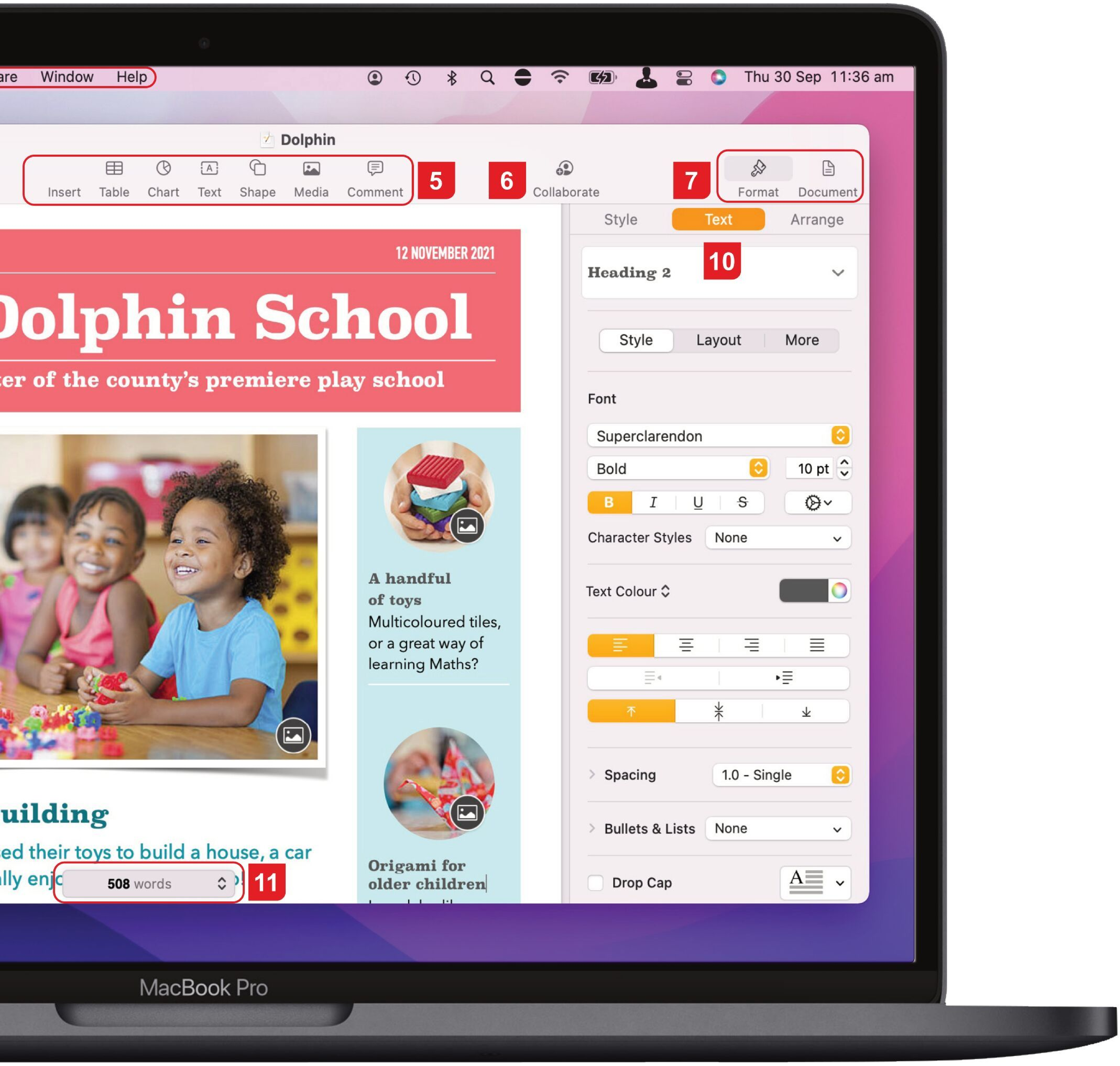
**7** The Format and Document controls appear in the right-hand sidebar when you click their respective buttons. Format lets you work on specific elements within the document, while the Document button sets parameters for the document as a whole.

**8** The left-hand sidebar shows the individual pages in your document. Click on one to zoom to it. You can drag and reorder the pages here too, and using the View button above it, can switch to showing a contents listing or hiding it altogether.

**9** The document you're currently working on. Click on an element such as a box, text or a picture to make changes. You can scroll it up and down, and/or left and right if it's not all on the screen.

**10** The right-hand sidebar shows a wide range of controls relating to the document's formatting and its parameters. You can make changes such as changing a font, making your copy bold, italicised and lots of other formatting options.

**11** The Word Count, shows how many words there are in your document. Highlight a piece of text or click on a text box to show how many words are in that section, click on the chevrons to switch to character counts. Hide this window in the View menu or by pressing Shift-cmd-W.


are
Window
Help
Thu 30 Sep 11:36 am
Dolphin
Insert
Table
Chart
Text
Shape
Media
Comment
5
6
Collaborate
7
Format
Document
Style
Text
Arrange
10
12 NOVEMBER 2021
Dolphin School
er of the county's premiere play school
A handful of toys
Multicoloured tiles, or a great way of learning Maths?
Origami for older children
uilding
ed their toys to build a house, a car
lly enj
508 words
11
Style
Layout
More
Font
Text Colour
Drop Cap
MacBook Pro

Heading 2

Superclarendon

Bold 10 pt

Character Styles None

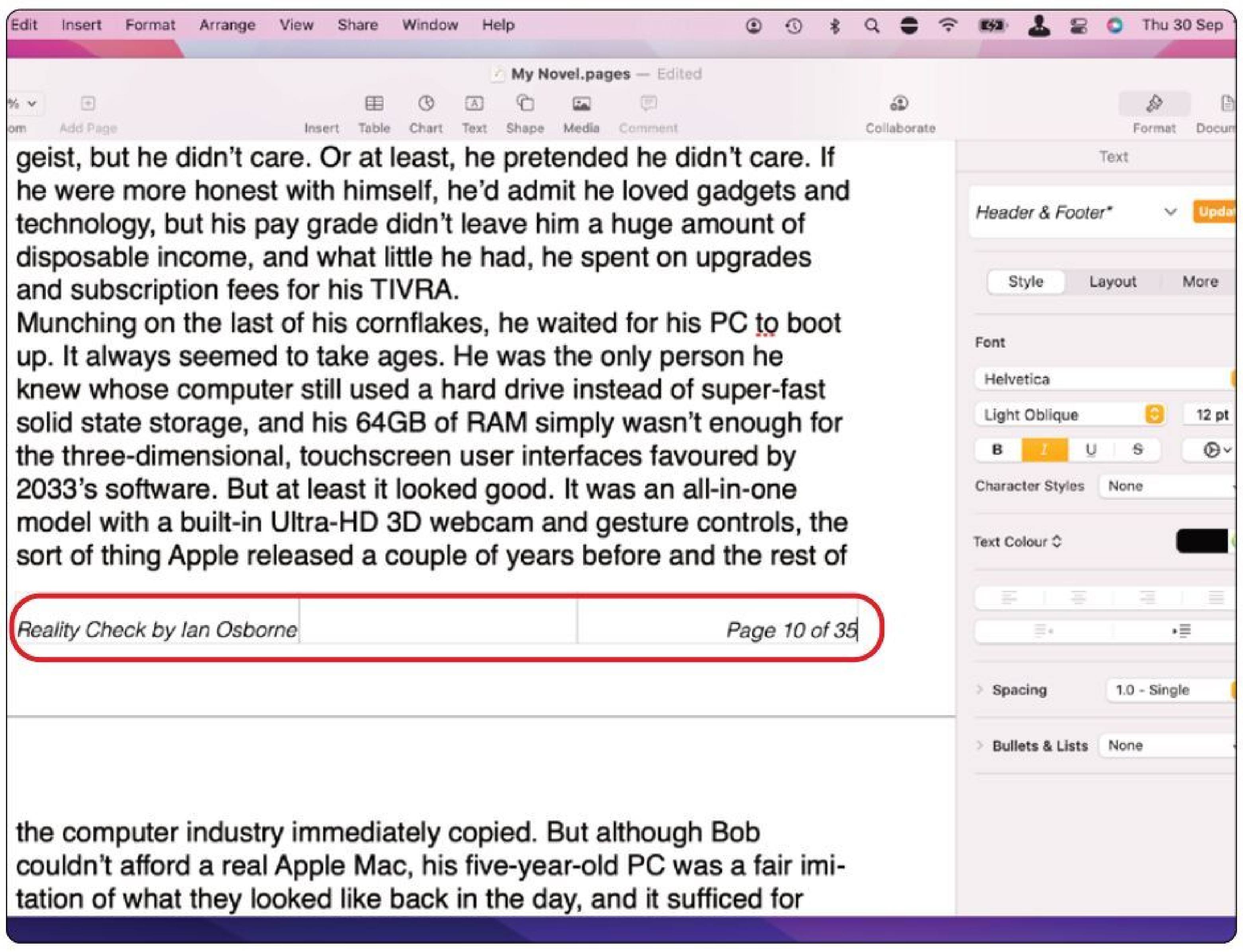
Spacing 1.0 - Single

Bullets & Lists None

# Top Tips for Pages

There's so much to learn about Pages. Here's a round-up of some tips and tricks to help you get even more from the word processor.

## Headers and Footers


My Novel.pages — Edited
Insert
Table
Chart
Text
Shape
Media
Comment
Collaborate
Format
Text
Header & Footer*
Style
Layout
More
Font
Helvetica
Light Oblique
12 pt
Character Styles
None
Text Colour
Spacing
1.0 - Single
Bullets & Lists
None

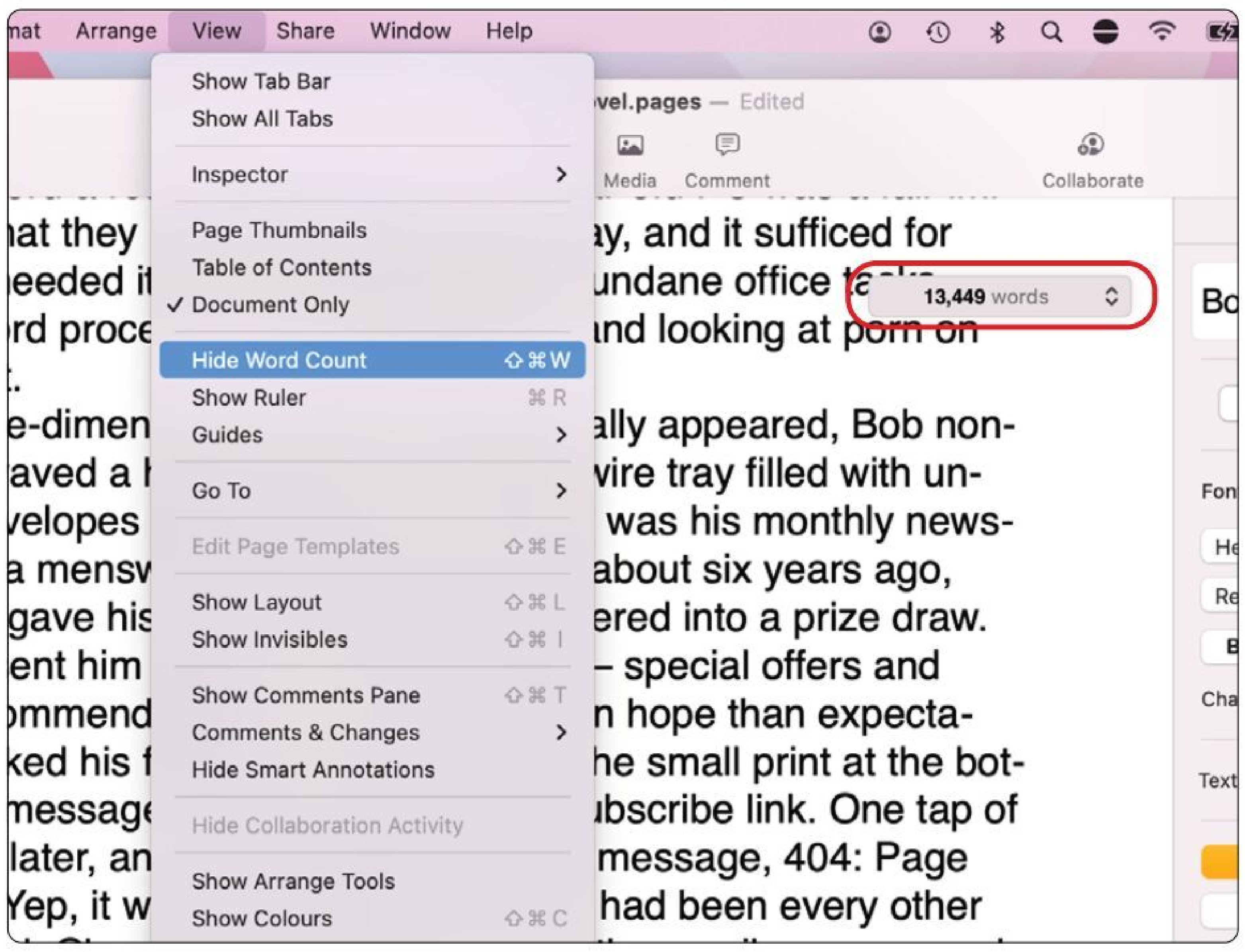
geist, but he didn't care. Or at least, he pretended he didn't care. If he were more honest with himself, he'd admit he loved gadgets and technology, but his pay grade didn't leave him a huge amount of disposable income, and what little he had, he spent on upgrades and subscription fees for his TIVRA.
Munching on the last of his cornflakes, he waited for his PC to boot up. It always seemed to take ages. He was the only person he knew whose computer still used a hard drive instead of super-fast solid state storage, and his 64GB of RAM simply wasn't enough for the three-dimensional, touchscreen user interfaces favoured by 2033's software. But at least it looked good. It was an all-in-one model with a built-in Ultra-HD 3D webcam and gesture controls, the sort of thing Apple released a couple of years before and the rest of

*Reality Check by Ian Osborne* *Page 10 of 35*

the computer industry immediately copied. But although Bob couldn't afford a real Apple Mac, his five-year-old PC was a fair imitation of what they looked like back in the day, and it sufficed for

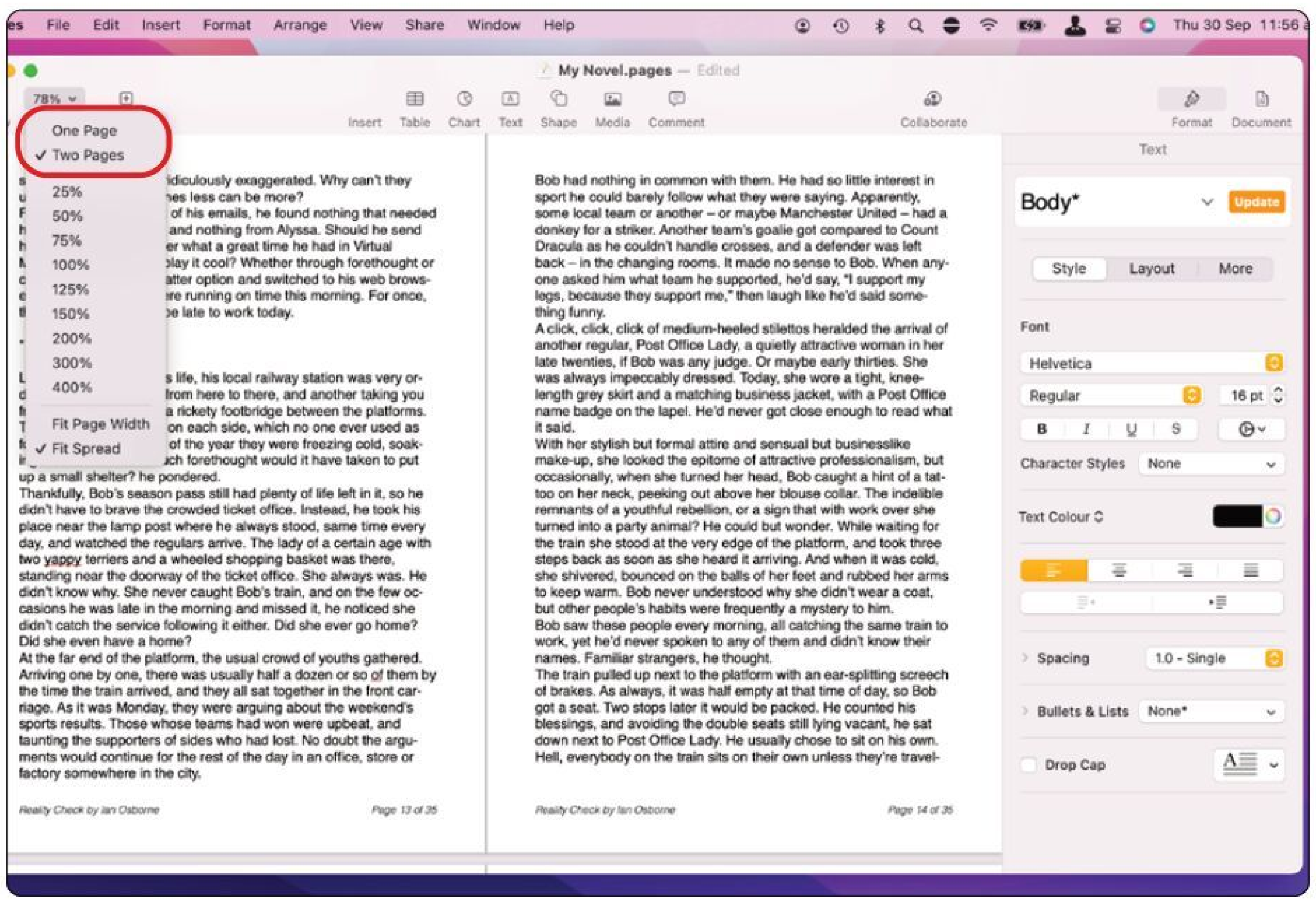
Hover over the top or bottom of a Pages document and a row of three rectangular boxes are shown. This is for headers and footers. Whatever you type in these boxes appears on every page in the document. Click a blank box and an optional button for inserting page numbers appears. With this you can add automatically-applied page numbers in various formats.

## Word Count


Arrange
View
Share
Window
Help
Show Tab Bar
Show All Tabs
Inspector
Page Thumbnails
Table of Contents
✓ Document Only
Hide Word Count ⇧⌘W
Show Ruler ⌘R
Guides
Go To
Edit Page Templates ⇧⌘E
Show Layout ⇧⌘L
Show Invisibles ⇧⌘I
Show Comments Pane ⇧⌘T
Comments & Changes
Hide Smart Annotations
Hide Collaboration Activity
Show Arrange Tools
Show Colours ⇧⌘C
vel.pages — Edited
Media
Comment
Collaborate
13,449 words

Under the view pull-down menu, there's an option to show or hide the word count. This is a movable window that shows how many words there are in your document as a whole, or a piece of highlighted text. Click the chevrons for a menu that lets you switch between showing words, characters with and without spaces, paragraphs or pages.

## Show One or Two Pages

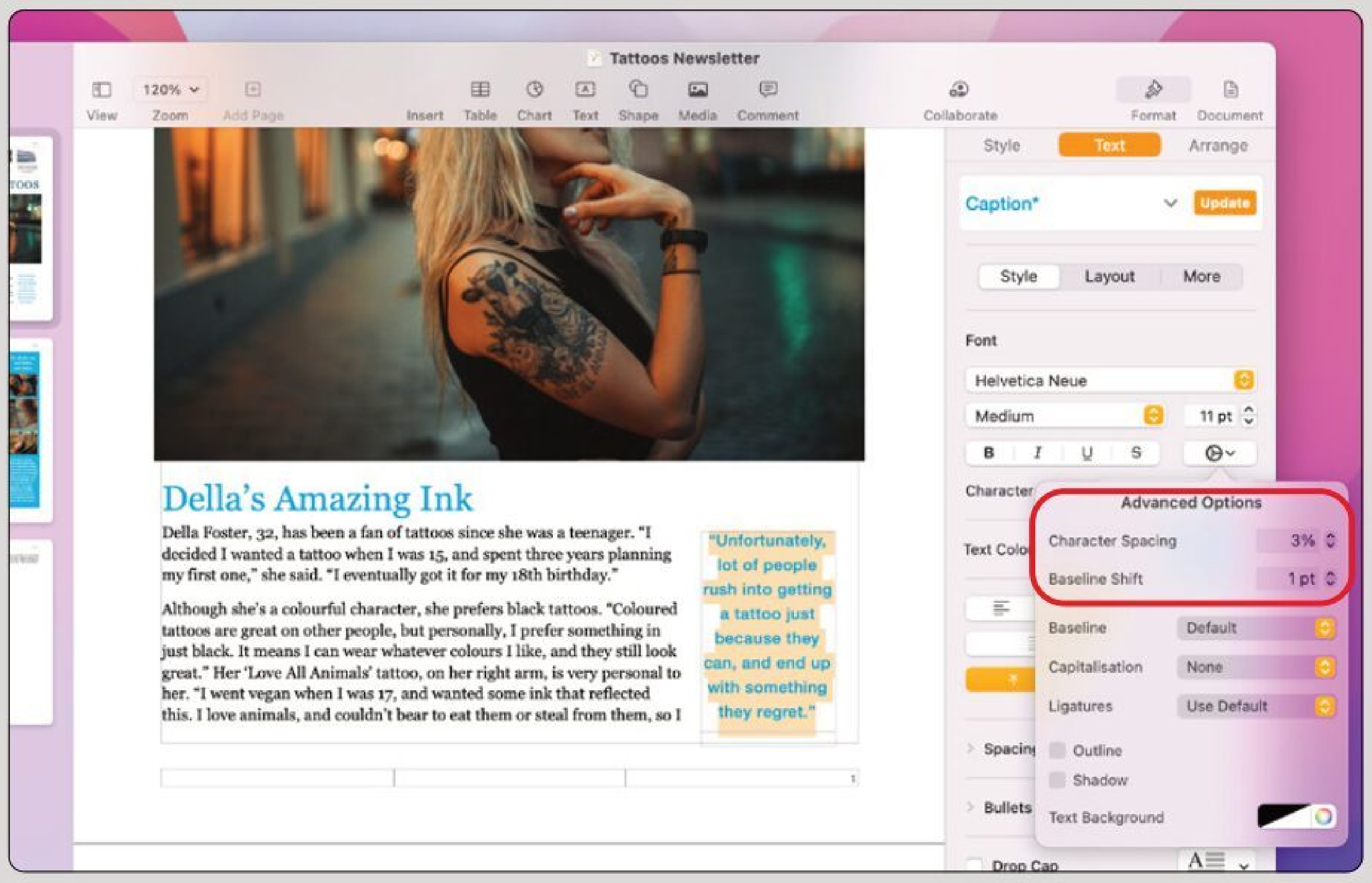

File
Edit
Insert
Format
Arrange
View
Share
Window
Help
My Novel.pages — Edited
78%
One Page
✓ Two Pages
25%
50%
75%
100%
125%
150%
200%
300%
400%
Fit Page Width
✓ Fit Spread
Body*
Update
Style
Layout
More
Font
Helvetica
Regular
16 pt
Character Styles
None
Text Colour
Spacing
1.0 - Single
Bullets & Lists
None*
Drop Cap

When reviewing a multi-page document, you can view a single page at a time, or two pages side by side as if they were laid out in a book. To switch between these two view options, click on the Zoom button on the right of the toolbar and select an option from the top of the pop-up menu. You can also set the view to page width and a single page here too.

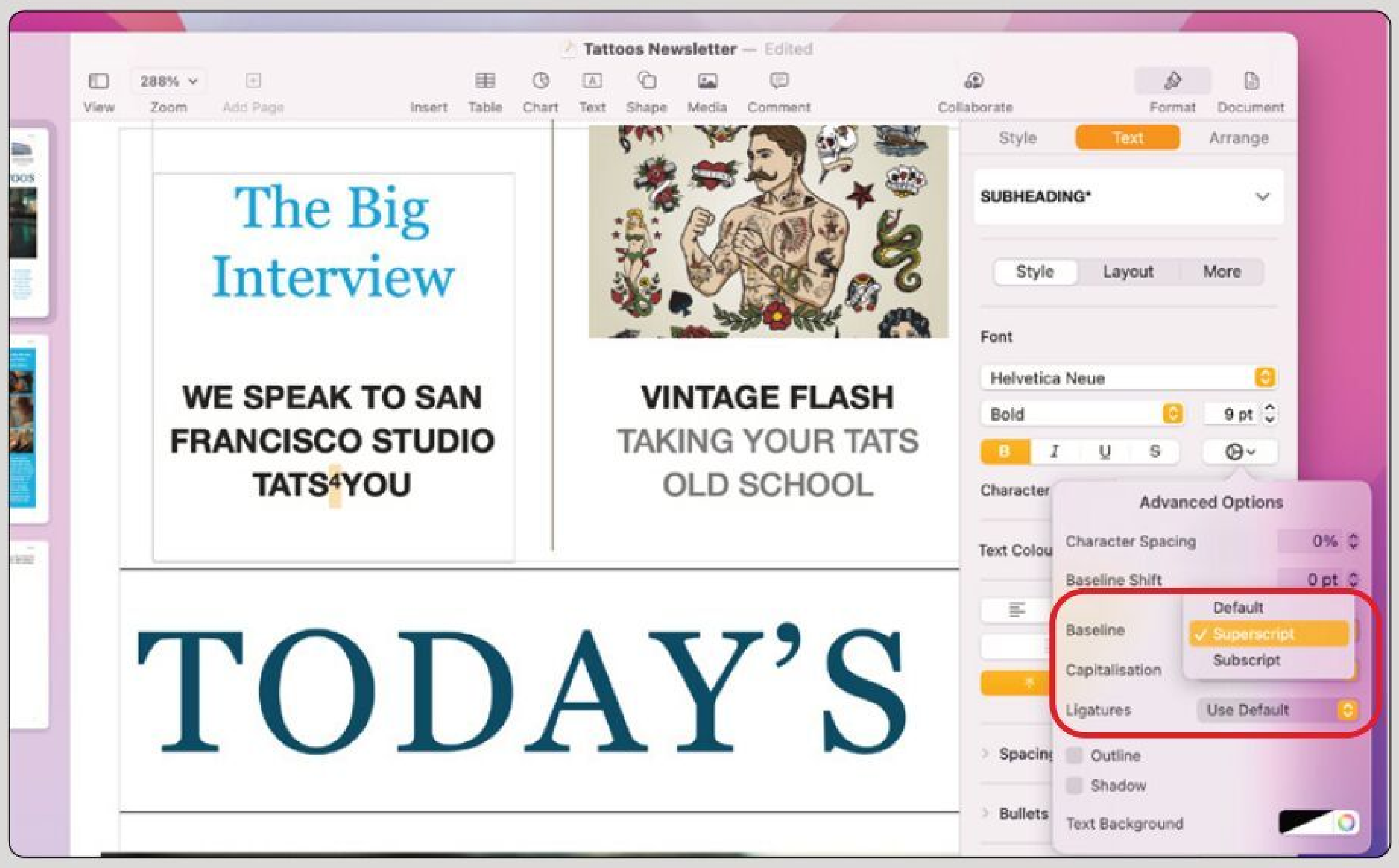
## Spread and Pinch

If you're using a Mac with a trackpad (that is, a laptop or a desktop with a Magic Trackpad), you can zoom in and out of a Pages document using the Pinch and Spread gestures on the trackpad instead of using the Zoom menu in the toolbar, and drag it around the window with two fingers. Changing the display size like this is more precise and configurable, and it's quicker too.

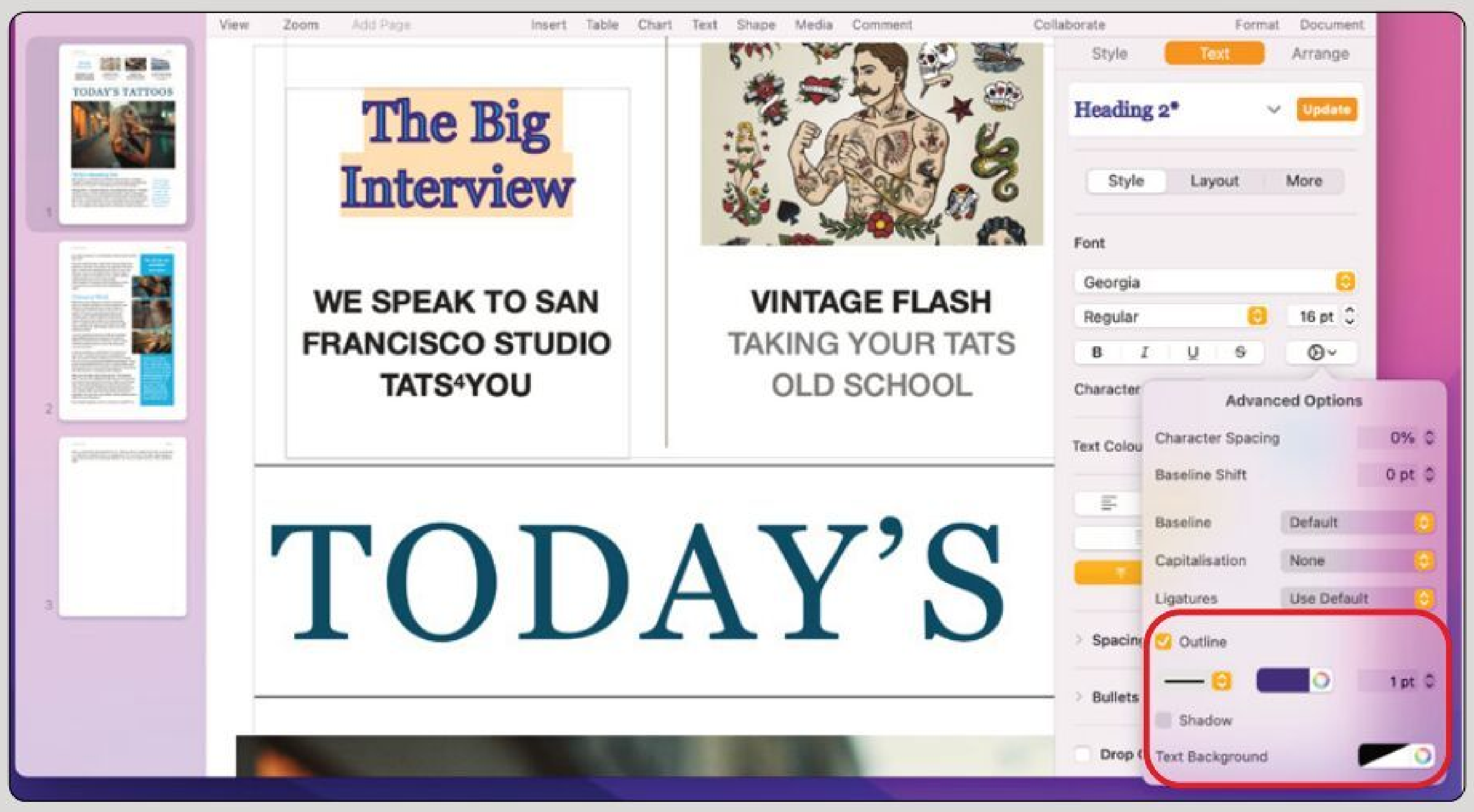
# Advanced Font Options.


Tattoos Newsletter
Della's Amazing Ink
Caption*
Helvetica Neue
Medium
11 pt
Advanced Options
Character Spacing 3%
Baseline Shift 1 pt
Baseline Default
Capitalisation None
Ligatures Use Default
Outline
Shadow
Text Background

Highlight a piece of text and in the Format sidebar's Style tab, click the cog button in the Font section for advanced options. Character Spacing increases and decreases the distance between the letters in the text (the tracking) and Baseline Shift does the same for the distance between the lines (the leading). It's useful if your copy doesn't quite fit the space.

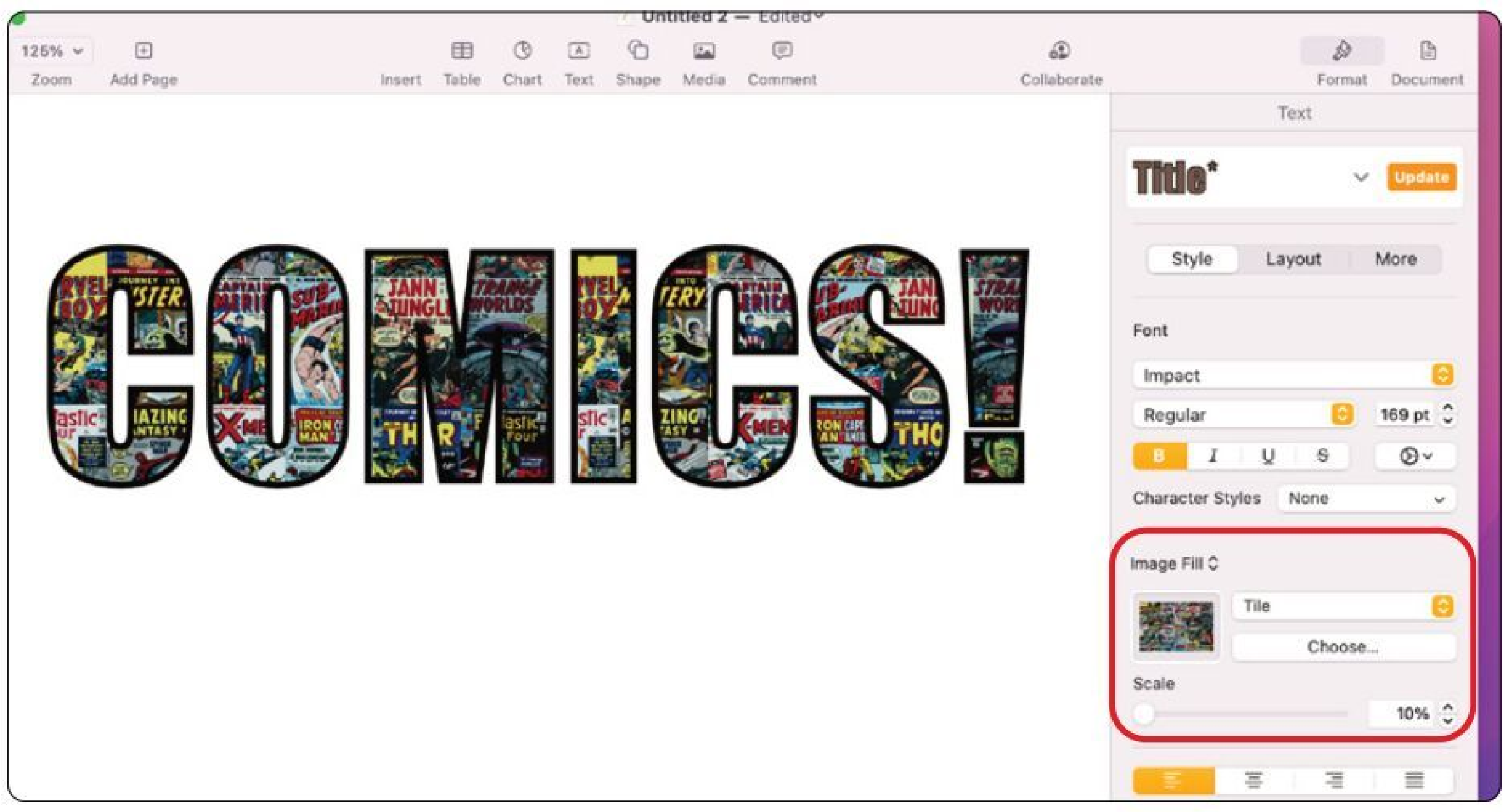

Tattoos Newsletter — Edited
The Big Interview
WE SPEAK TO SAN FRANCISCO STUDIO TATS4YOU
VINTAGE FLASH TAKING YOUR TATS OLD SCHOOL
TODAY'S
SUBHEADING*
Helvetica Neue
Bold
9 pt
Advanced Options
Character Spacing 0%
Baseline Shift 0 pt
Baseline
Default
Superscript
Subscript
Capitalisation
Ligatures Use Default
Outline
Shadow
Text Background

With the Baseline menu, you can change a character or text string to superscript (small and above the baseline, as in '62' for 'six squared') or subscript (small and below the baseline, as in H2O). You can change the capitalisation of the entire text in one go with the Capitalisation menu, and Ligatures lets you change this setting for a specific piece of text.


The Big Interview
WE SPEAK TO SAN FRANCISCO STUDIO TATS4YOU
VINTAGE FLASH TAKING YOUR TATS OLD SCHOOL
TODAY'S
Heading 2*
Georgia
Regular
16 pt
Advanced Options
Character Spacing 0%
Baseline Shift 0 pt
Baseline Default
Capitalisation None
Ligatures Use Default
Outline
1 pt
Shadow
Text Background

The last three options in this menu are mainly for headlines. You can add an outline around each letter in any colour, or a drop shadow (sometimes called a step-and-repeat). You can also add a background to the text, in any colour you like. This is a useful alternative to putting it on a shape.

# Image Fills


COMICS!
Title*
Update
Font
Impact
Regular
169 pt
Character Styles
None
Image Fill
Tile
Choose...
Scale
10%

Another tip that's mostly for headers. Highlight a piece of text, and in the Format > Style sidebar, click the words Text Colour and select Image Fill or Advanced Image Fill, the latter giving more options. Click the Choose button, and you can fill the text with an image of your choice instead of a colour. The Scale slider increases and decreases the style of this image. In this screenshot, we also added an outline.

# Select More Than One Object

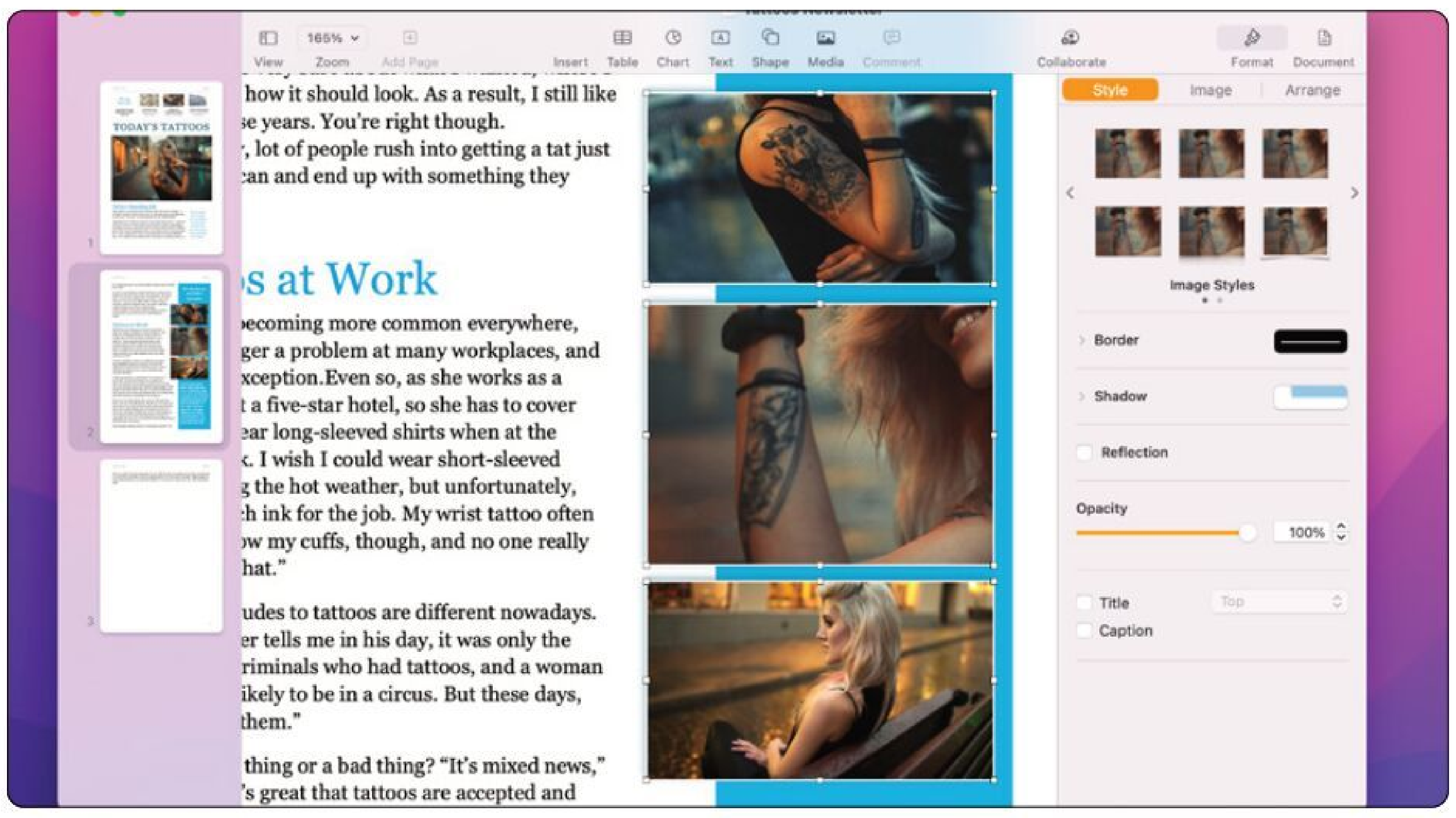
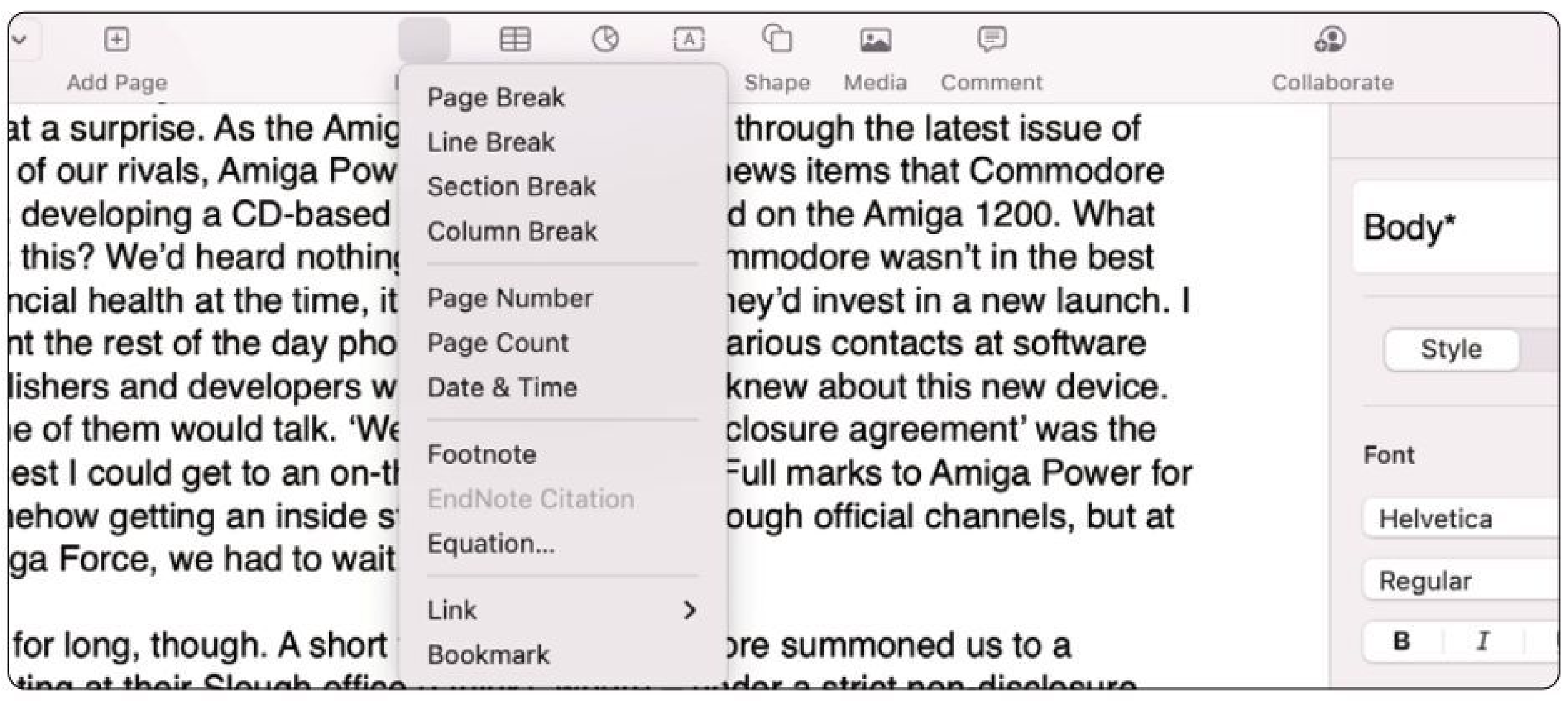


Image Styles
Border
Shadow
Reflection
Opacity
100%
Title
Caption

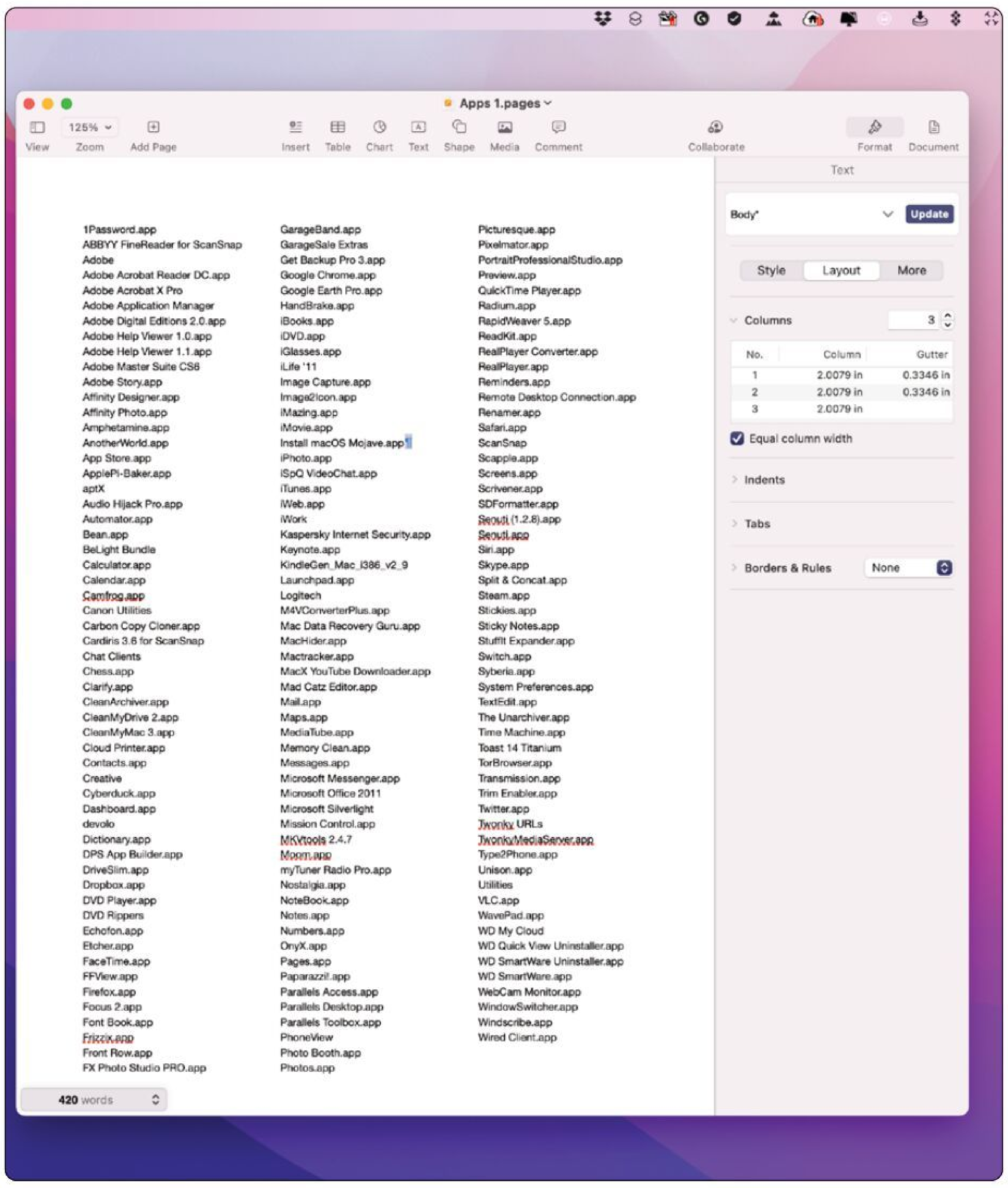
To select more than one object at a time, hold down the Shift key and click on them in turn. They can now be dragged around the page together, retaining their positions relative to each other. Here we've selected all three of the pictures; note they all have handles showing on their borders. Some, but not all, style changes can be applied to multiple objects in this way.

# Line and Page Breaks


Add Page
Page Break
Line Break
Section Break
Column Break
Page Number
Page Count
Date & Time
Footnote
EndNote Citation
Equation...
Link
Bookmark
Shape
Media
Comment
Collaborate
Body*
Style
Font
Helvetica
Regular

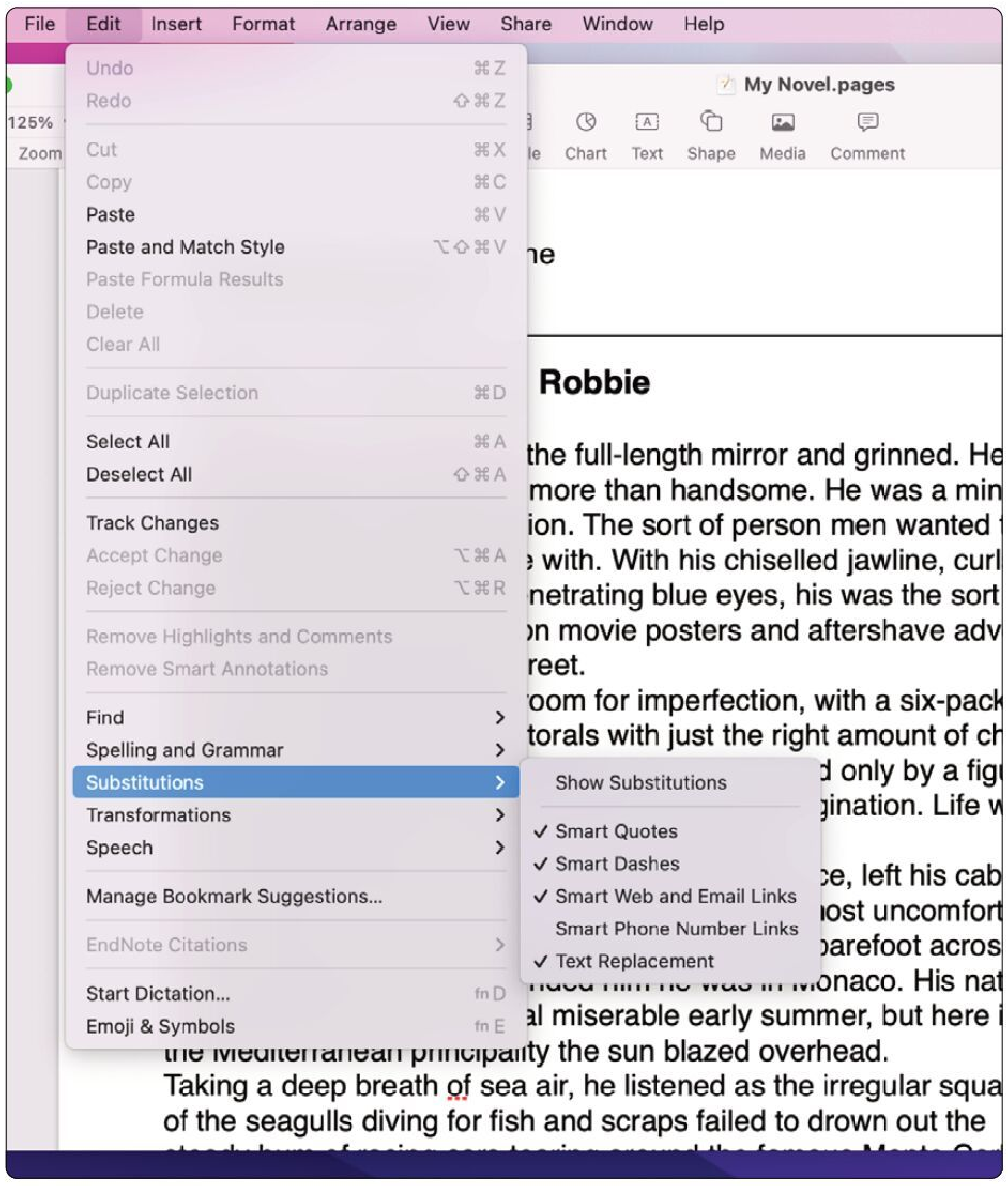
If you're using a word processing Pages document and not a layout (that is, one which is mostly continuous text), you can use the Insert menu to add line and page breaks. A line break, also known as a soft return, starts a new line without starting a new paragraph. A page break starts a new page with the next line.

## Multiple Columns


Apps 1.pages
View
Zoom
Add Page
Insert
Table
Chart
Text
Shape
Media
Comment
Collaborate
Format
Document
Text
Body*
Update
Style
Layout
More
Columns
3
No.
Column
Gutter
1
2.0079 in
0.3346 in
2
2.0079 in
0.3346 in
3
2.0079 in
Equal column width
Indents
Tabs
Borders & Rules
None
420 words

If you want to use multiple columns on your word processor page, in the right-hand sidebar, select the Format tab and next to the word 'Columns, use the buttons to increase and decrease the number of columns on your page. When the first column overflows, the text flows onto the next column, not the next page. Click on the chevron next to Columns for more options, such as changing the column width and choosing whether they're of an equal size.

## Substitutions


File
Edit
Insert
Format
Arrange
View
Share
Window
Help
Undo ⌘Z
Redo ⇧⌘Z
Cut ⌘X
Copy ⌘C
Paste ⌘V
Paste and Match Style ⌥⇧⌘V
Paste Formula Results
Delete
Clear All
Duplicate Selection ⌘D
Select All ⌘A
Deselect All ⇧⌘A
Track Changes
Accept Change ⌥⌘A
Reject Change ⌥⌘R
Remove Highlights and Comments
Remove Smart Annotations
Find
Spelling and Grammar
Substitutions
Transformations
Speech
Manage Bookmark Suggestions...
EndNote Citations
Start Dictation... fn D
Emoji & Symbols fn E
Show Substitutions
My Novel.pages
125%
Zoom
Chart
Text
Shape
Media
Comment

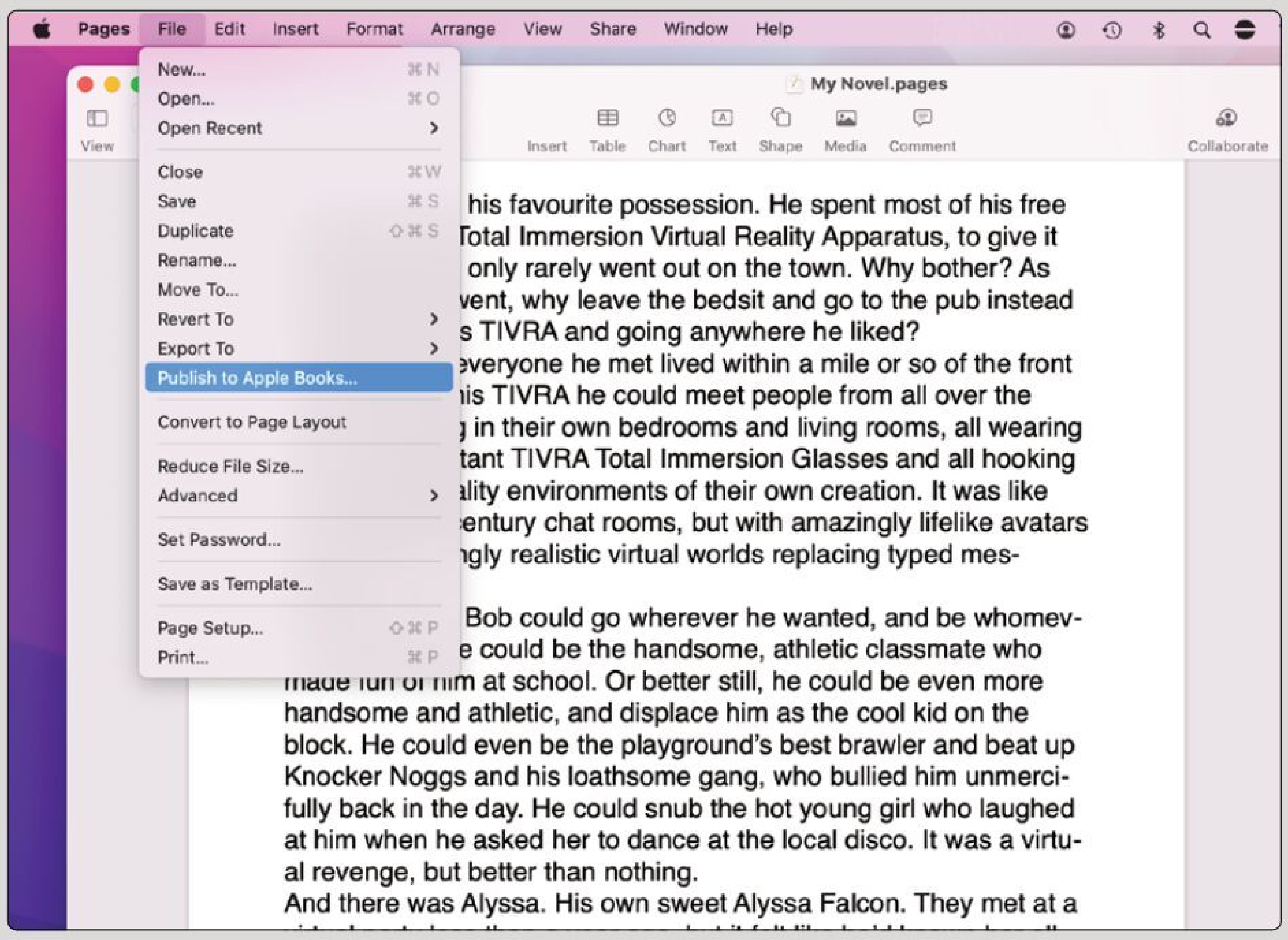
✓ Smart Quotes
✓ Smart Dashes
✓ Smart Web and Email Links
Smart Phone Number Links
✓ Text Replacement

Robbie

the full-length mirror and grinned. He
more than handsome. He was a min
ion. The sort of person men wanted
e with. With his chiselled jawline, curl
netrating blue eyes, his was the sort
on movie posters and aftershave adv
reet.
oom for imperfection, with a six-pack
torals with just the right amount of ch
d only by a fig
gination. Life w
ce, left his cab
nost uncomfort
barefoot acros
al miserable early summer, but here i
the Mediterranean principality the sun blazed overhead.
Taking a deep breath of sea air, he listened as the irregular squa
of the seagulls diving for fish and scraps failed to drown out the

Do you want hyphens to automatically change to proper dashes, quotes to be 'smart' rather than 'dumb' (that is, correctly shaped for the start and end of words instead of being generic lines) and make links automatically turn into hyperlinks? In the Edit menu, go to Substitutions and make sure these options (or at least the ones you want), are ticked. Then, these substitutions are made automatically as you type, with no further action needed.

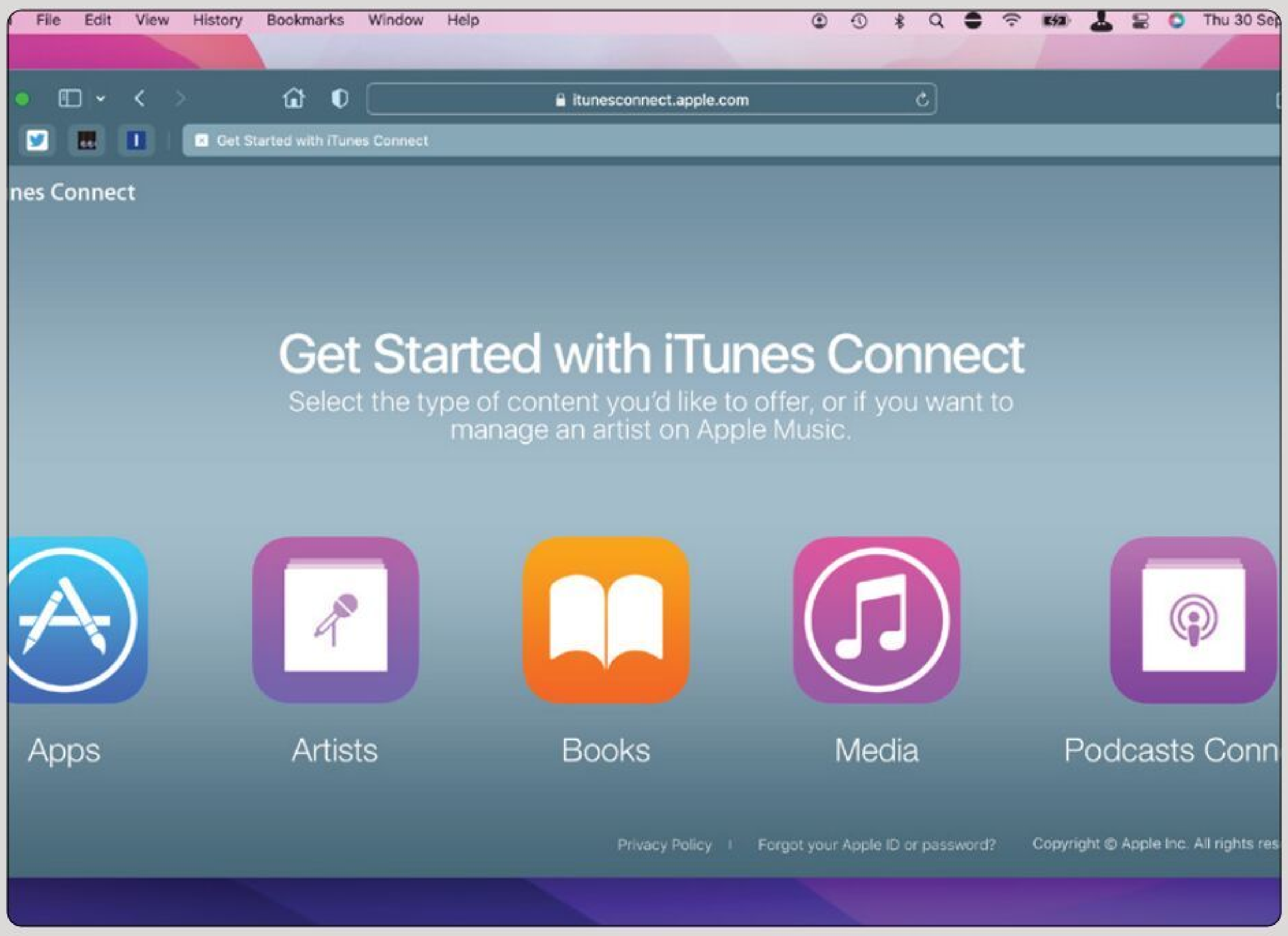
## Publishing to Apple Books.


Pages
File
Edit
Insert
Format
Arrange
View
Share
Window
Help
New... ⌘N
Open... ⌘O
Open Recent
Close ⌘W
Save ⌘S
Duplicate ⇧⌘S
Rename...
Move To...
Revert To
Export To
Publish to Apple Books...
Convert to Page Layout
Reduce File Size...
Advanced
Set Password...
Save as Template...
Page Setup... ⇧⌘P
Print... ⌘P
My Novel.pages
View
Insert
Table
Chart
Text
Shape
Media
Comment
Collaborate

his favourite possession. He spent most of his free
Total Immersion Virtual Reality Apparatus, to give it
only rarely went out on the town. Why bother? As
vent, why leave the bedsit and go to the pub instead
s TIVRA and going anywhere he liked?
everyone he met lived within a mile or so of the front
his TIVRA he could meet people from all over the
g in their own bedrooms and living rooms, all wearing
tant TIVRA Total Immersion Glasses and all hooking
ality environments of their own creation. It was like
entury chat rooms, but with amazingly lifelike avatars
ngly realistic virtual worlds replacing typed mes-

Bob could go wherever he wanted, and be whomev-
e could be the handsome, athletic classmate who
made fun of him at school. Or better still, he could be even more handsome and athletic, and displace him as the cool kid on the block. He could even be the playground's best brawler and beat up Knocker Noggs and his loathsome gang, who bullied him unmercifully back in the day. He could snub the hot young girl who laughed at him when he asked her to dance at the local disco. It was a virtual revenge, but better than nothing.
And there was Alyssa. His own sweet Alyssa Falcon. They met at a

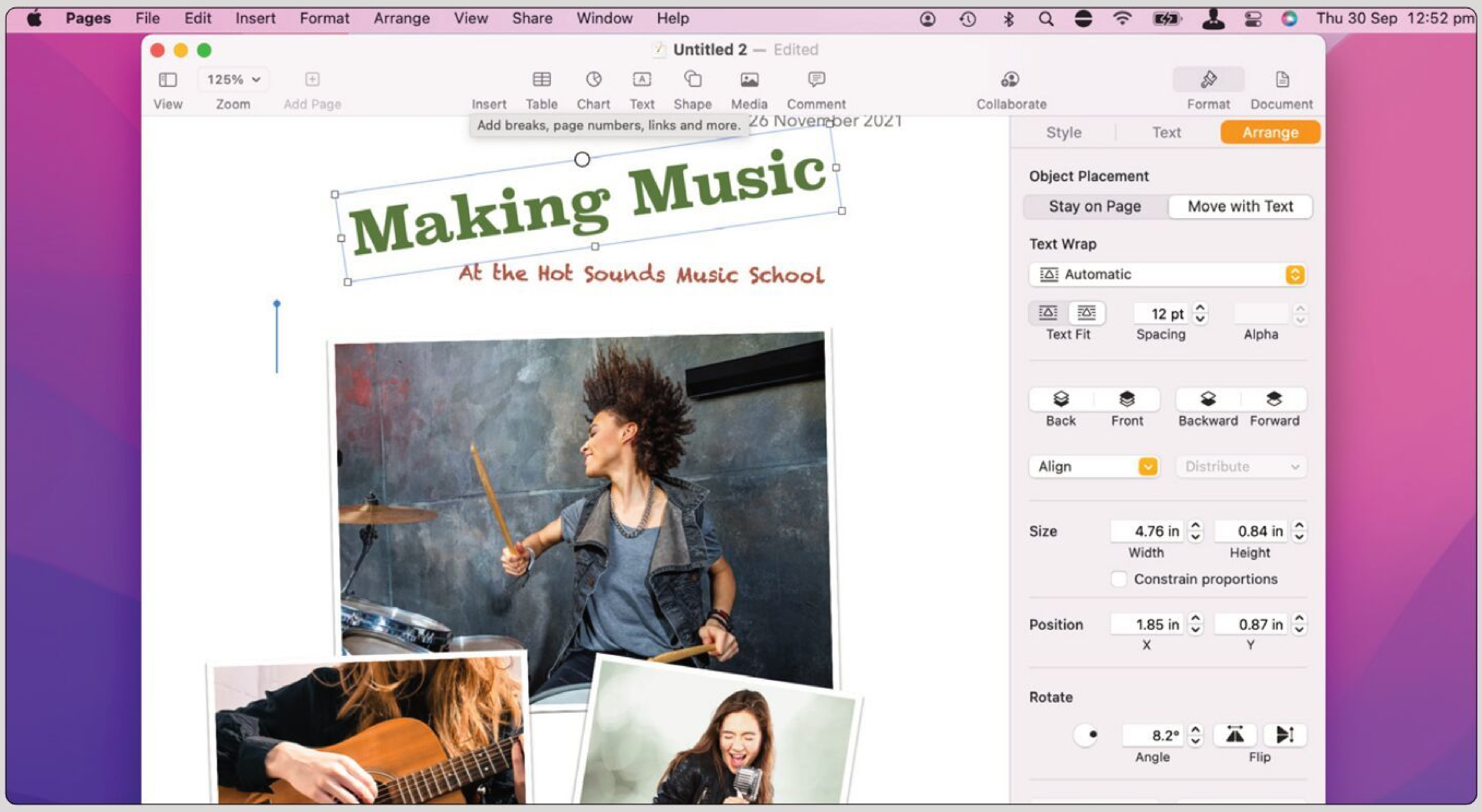
If you've written a book and would like to publish it on Apple Books, open the document and click the File menu. Select Publish to Apple Books. Follow the on-screen instructions. You have to sign into your Apple ID, if you're not already signed in.


File
Edit
View
History
Bookmarks
Window
Help
Thu 30 Sep
itunesconnect.apple.com
Get Started with iTunes Connect
nes Connect
Get Started with iTunes Connect
Select the type of content you'd like to offer, or if you want to manage an artist on Apple Music.
Apps
Artists
Books
Media
Podcasts Conn
Privacy Policy
Forgot your Apple ID or password?
Copyright © Apple Inc. All rights res

Before you can publish your book, you have to set up iTunes Connect, if you haven't already. Follow the on-screen instructions; it's simple enough. You have to set up the digital rights you wish to use, agree to terms and conditions and so on.

# Rotate Text & Images.

You can rotate text that's in a text box, but not text that's typed straight into the document. To do so, click on the text box and in the Format > Arrange sidebar, go to Rotate. Use the circle icon to drag the text around, or the stats to rotate a degree at a time. It works the same way for images. You can flip them too, using the Flip icons.


Pages File Edit Insert Format Arrange View Share Window Help
Thu 30 Sep 12:52 pm
Untitled 2 — Edited
View Zoom Add Page Insert Table Chart Text Shape Media Comment Collaborate Format Document
Add breaks, page numbers, links and more.
26 November 2021
Making Music
At the Hot Sounds Music School
Style Text Arrange

Object Placement: Stay on Page / Move with Text

Text Wrap: Automatic

Text Fit — Spacing: 12 pt — Alpha

Back Front Backward Forward

Align — Distribute

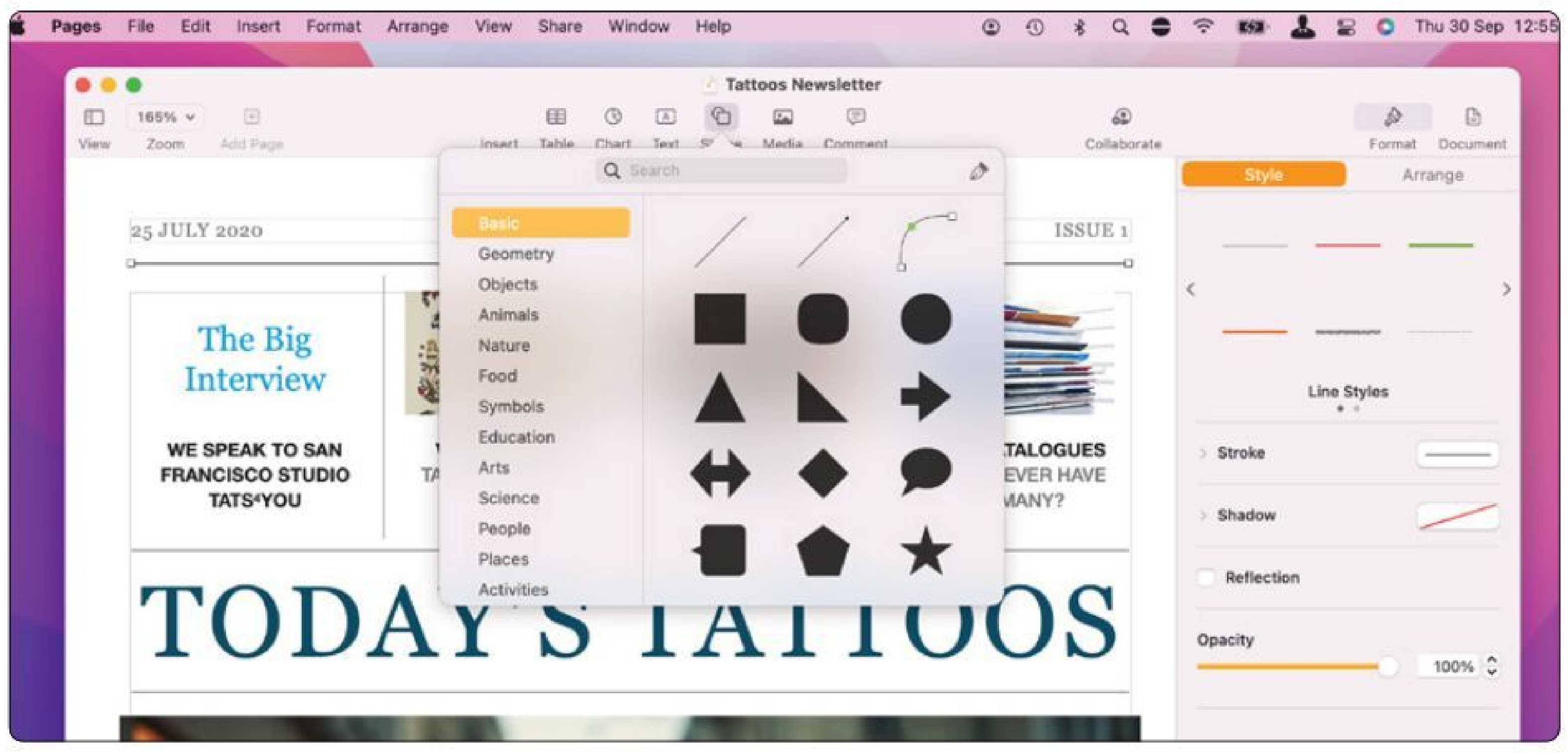
Size: 4.76 in Width, 0.84 in Height

☐ Constrain proportions

Position: 1.85 in X, 0.87 in Y

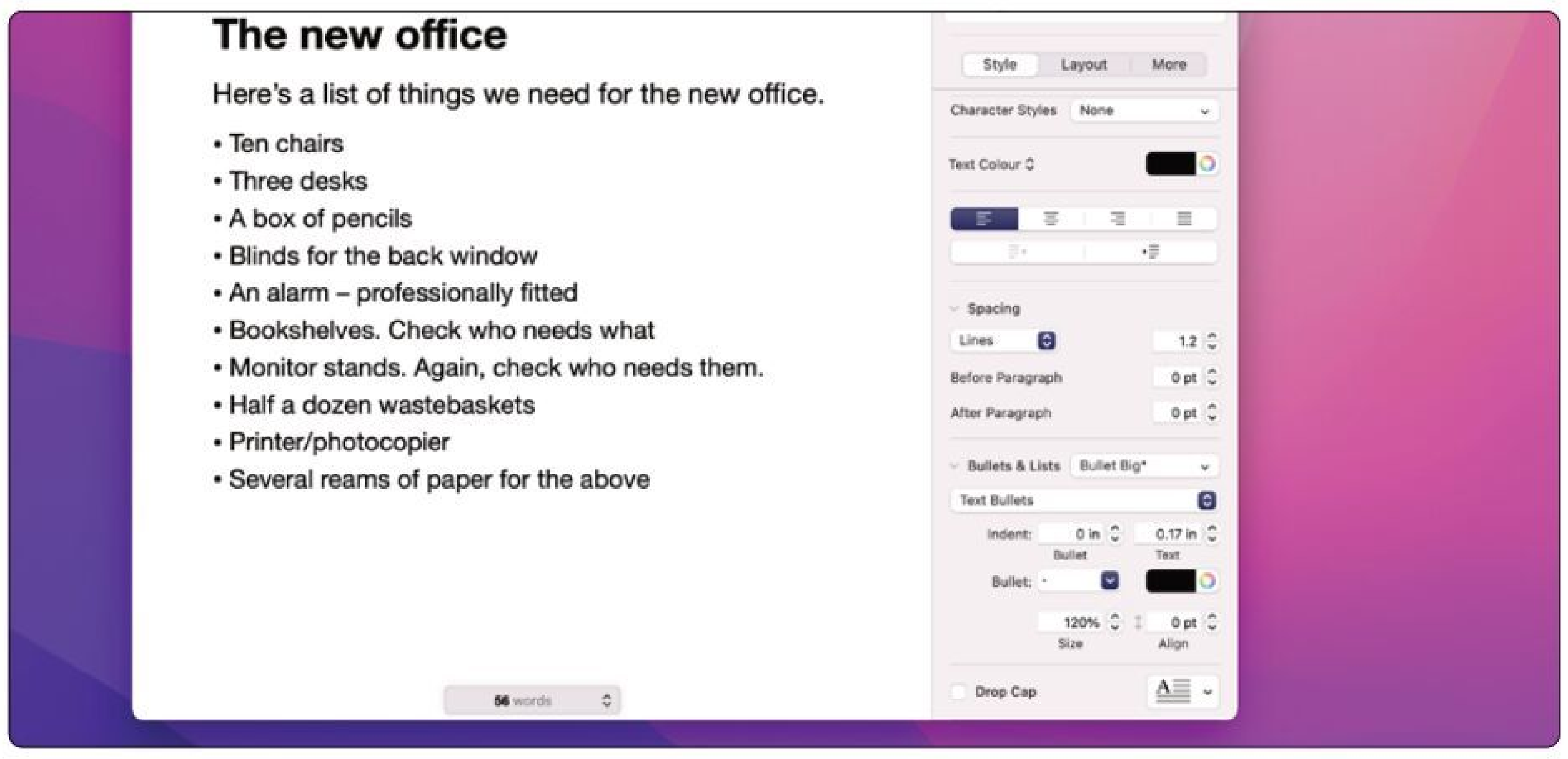
Rotate: 8.2° Angle — Flip

## Keylines


Pages File Edit Insert Format Arrange View Share Window Help
Thu 30 Sep 12:5
Tattoos Newsletter
Search
Basic
Geometry
Objects
Animals
Nature
Food
Symbols
Education
Arts
Science
People
Places
Activities
25 JULY 2020
ISSUE 1
The Big Interview
WE SPEAK TO SAN FRANCISCO STUDIO TATS4YOU
TALOGUES EVER HAVE MANY?
TODAY'S TATTOOS
Style Arrange
Line Styles
Stroke
Shadow
Reflection
Opacity
100%

Graphic designers often use things called keylines in their designs. Here, for example, we have long horizontal lines atop the page and above and below the headline, and vertical lines separating the four items. To add lines like this, choose the line from the Shapes menu, and then tweak it to your own requirements using the Format > Style sidebar tab. You can make your document's keylines as wide as you want, and in any colour you choose.

## Bullet Points & Spacing



**The new office**

Here's a list of things we need for the new office.

- Ten chairs
- Three desks
- A box of pencils
- Blinds for the back window
- An alarm – professionally fitted
- Bookshelves. Check who needs what
- Monitor stands. Again, check who needs them.
- Half a dozen wastebaskets
- Printer/photocopier
- Several reams of paper for the above

56 words

Style Layout More

Character Styles: None

Text Colour

Spacing: Lines 1.2

Before Paragraph: 0 pt

After Paragraph: 0 pt

Bullets & Lists: Bullet Big*

Text Bullets

Indent: 0 in Bullet, 0.17 in Text

Bullet: •

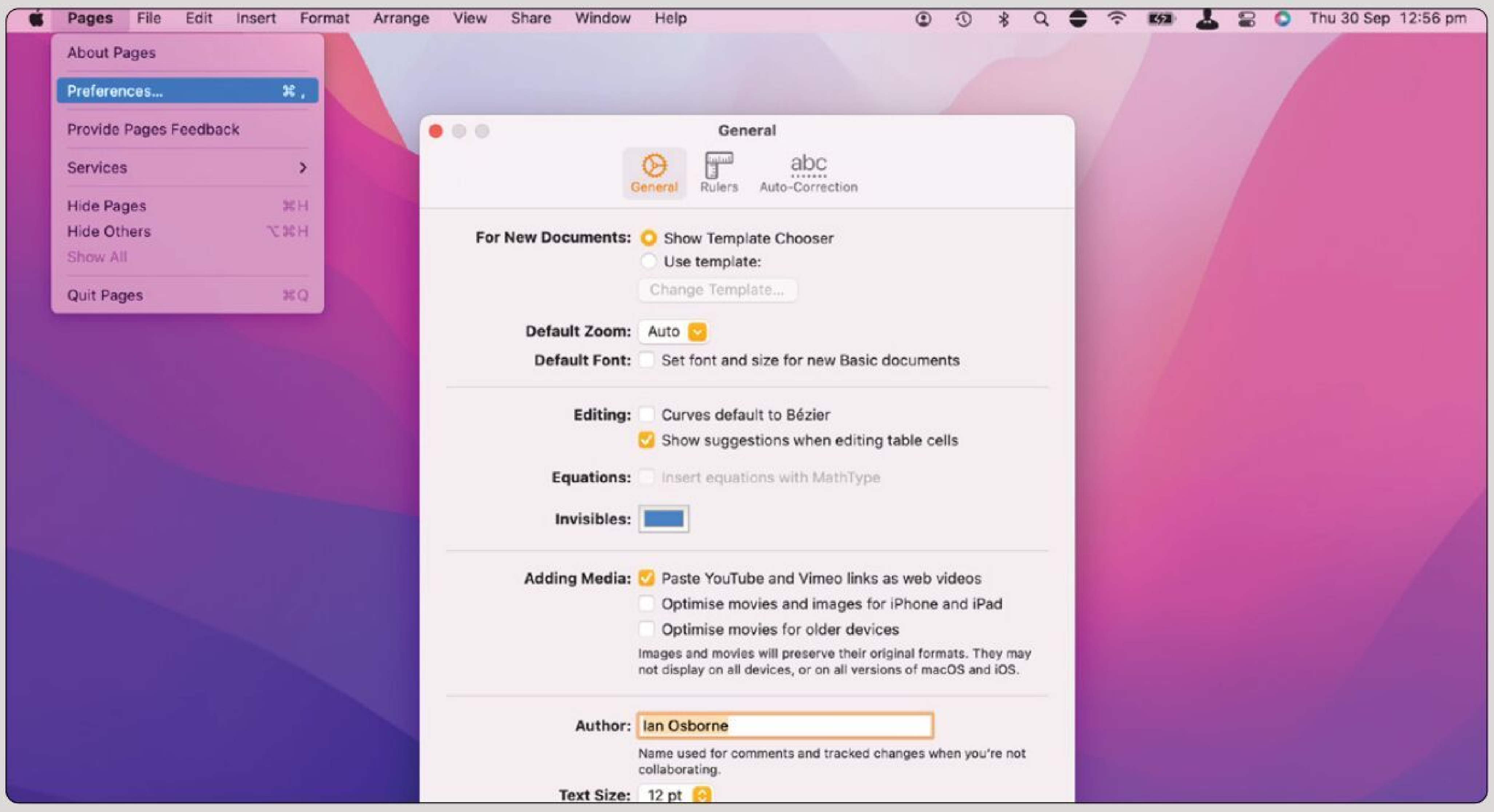
120% Size, 0 pt Align

☐ Drop Cap

There's a couple of neat tricks that come in very useful when making lists. In the Format tab, under Bullets & Lists, pick an option then every time you start a new paragraph, it begins with a bullet point, a number or letter, a dash or other options. If this list then looks a little squashed, you can space out the paragraphs using the Spacing options, also found in the Format tab. Use the pull-down menu for a new setting, or click the chevron in front of the word 'Spacing' for advanced options.

# Preferences.

In the Pages menu in the menu bar, select Preferences for this window. These settings apply across the app, not just your current document. Take a look at its various settings, so you can set up the Pages app to suit your own needs. The Auto-Correction tab is especially useful, as you can set up auto-replacements such as fractions, smart quotes and more.


Pages File Edit Insert Format Arrange View Share Window Help
Thu 30 Sep 12:56 pm
About Pages
Preferences... ⌘,
Provide Pages Feedback
Services
Hide Pages ⌘H
Hide Others ⌥⌘H
Show All
Quit Pages ⌘Q
General
General Rulers Auto-Correction

For New Documents: ● Show Template Chooser

○ Use template:

Change Template...

Default Zoom: Auto

Default Font: ☐ Set font and size for new Basic documents

Editing: ☐ Curves default to Bézier

☑ Show suggestions when editing table cells

Equations: ☐ Insert equations with MathType

Invisibles:

Adding Media: ☑ Paste YouTube and Vimeo links as web videos

☐ Optimise movies and images for iPhone and iPad

☐ Optimise movies for older devices

Images and movies will preserve their original formats. They may not display on all devices, or on all versions of macOS and iOS.

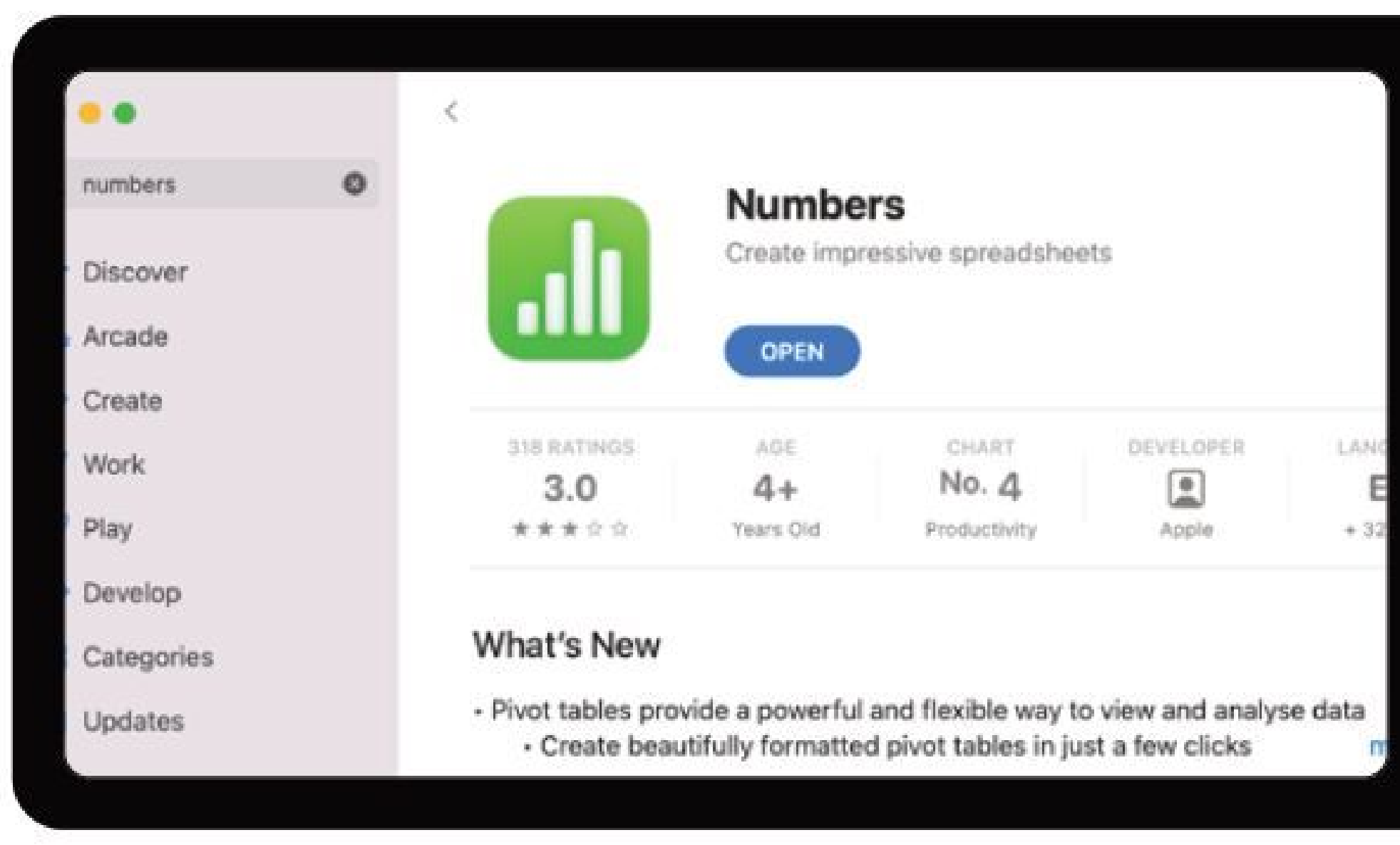
Author: Ian Osborne

Name used for comments and tracked changes when you're not collaborating.

Text Size: 12 pt

# Numbers Spreadsheet App

Numbers is Apple's free spreadsheet application, which you can download from the Mac App Store. Use it to create attractive, powerful spreadsheets using over 30 templates to get you started, or you can start from scratch with a blank document.



• Pivot tables provide a powerful and flexible way to view and analyse data
• Create beautifully formatted pivot tables in just a few clicks

**You need to download Numbers from the App Store as it isn't pre-installed, but it's free.**

## Numbers at a Glance

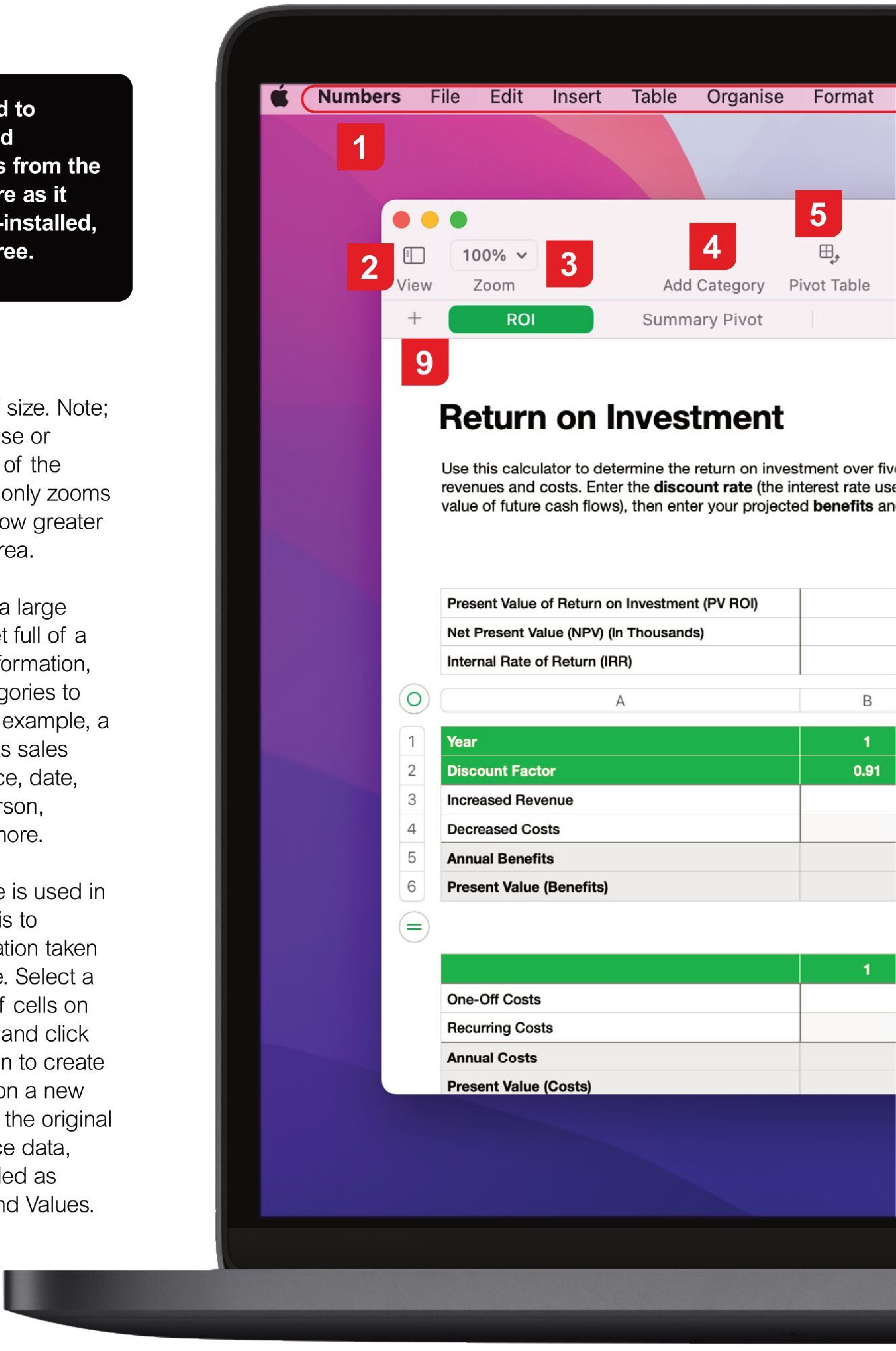
**1** These are the Numbers pull-down menus, located at the top of the screen in the Menu Bar. Click on one of the words here for a pull-down menu. Take a look at each in turn. They offer controls such as opening new or existing documents, adding elements to a Numbers doc and more. The keyboard commands on the right of each menu are shortcuts you can use.

**2** Click the View button for options regarding how the document is displayed on screen. You'll get a pop-up menu offering the Find & Replace option, Show and Hide Rulers, Show and Hide Comments and if applicable, Show or Hide Collaboration Activity.

**3** The Zoom button increases and decreases the size of the document on screen. Click on it for a menu that lets you see it at between 25% and 400% of its actual size. Note; this doesn't increase or decrease the size of the document itself. It only zooms it in and out, to show greater detail or greater area.

**4** If you have a large spreadsheet full of a lot of disparate information, you can add categories to organise it all. For example, a shop could view its sales information by price, date, product, sales person, department and more.

**5** A pivot table is used in data analysis to aggregate information taken from a larger table. Select a table or a range of cells on your spreadsheet and click the Pivot Table icon to create this type of table on a new sheet. The data in the original table is your source data, which can be added as Columns, Rows and Values.



Return on Investment

Use this calculator to determine the return on investment over fiv
revenues and costs. Enter the **discount rate** (the interest rate use
value of future cash flows), then enter your projected **benefits** an

Present Value of Return on Investment (PV ROI)
Net Present Value (NPV) (in Thousands)
Internal Rate of Return (IRR)

| | A | B |
|---|---|---|
| 1 | Year | 1 |
| 2 | Discount Factor | 0.91 |
| 3 | Increased Revenue | |
| 4 | Decreased Costs | |
| 5 | Annual Benefits | |
| 6 | Present Value (Benefits) | |

| | |
|---|---|
| | 1 |
| One-Off Costs | |
| Recurring Costs | |
| Annual Costs | |
| Present Value (Costs) | |

**6** These tools help you create your spreadsheet. With them, you can use Insert to add or edit cell properties, Add a new Table or Chart to the sheet, add a floating Text box or Shape, add Media or make a Comment associated with a specific cell.

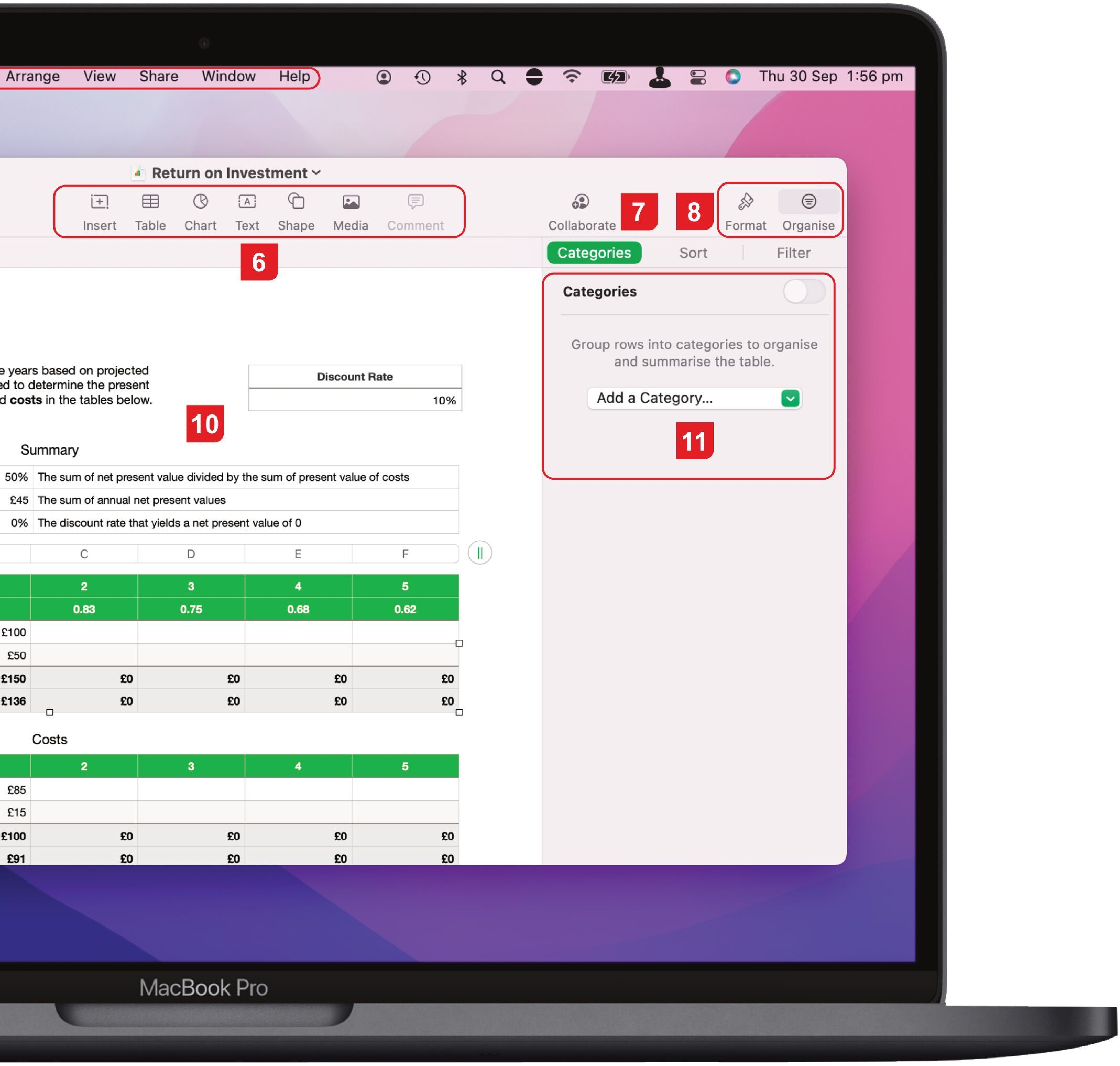
**7** Store your spreadsheet on iCloud and more than one person can work on it at a time. Use the Collaborate button to invite other people to work on your document with you.

**8** These buttons toggle the right-hand sidebar between Format, for producing and editing your spreadsheet, and Organise, for changing the ways it shows information you've added.

**9** A Numbers document can have any number of sheets associated with it. If you want another sheet, click the + sign. If your document has more than one sheet, you can switch between them using the tabs to the right of the + button. Here, we have the main sheet, titled 'ROI', and a pivot table called Summary Pivot.

**10** This is the main part of your Numbers document, the spreadsheet itself. This one is the Return on Investment template.

**11** The right-hand sidebar offers various tools and controls for formatting and organising your document. What's displayed in this sidebar depends on what you're currently working on in the spreadsheet.


Arrange
View
Share
Window
Help
Thu 30 Sep 1:56 pm
Return on Investment
Insert
Table
Chart
Text
Shape
Media
Comment
6
Collaborate
7
8
Format
Organise
Categories
Sort
Filter
10
11
MacBook Pro

e years based on projected
ed to determine the present
d **costs** in the tables below.

| Discount Rate |
|---|
| 10% |

Summary

| | |
|---|---|
| 50% | The sum of net present value divided by the sum of present value of costs |
| £45 | The sum of annual net present values |
| 0% | The discount rate that yields a net present value of 0 |

| | C | D | E | F |
|---|---|---|---|---|
| | 2 | 3 | 4 | 5 |
| | 0.83 | 0.75 | 0.68 | 0.62 |
| £100 | | | | |
| £50 | | | | |
| £150 | £0 | £0 | £0 | £0 |
| £136 | £0 | £0 | £0 | £0 |

Costs

| | 2 | 3 | 4 | 5 |
|---|---|---|---|---|
| £85 | | | | |
| £15 | | | | |
| £100 | £0 | £0 | £0 | £0 |
| £91 | £0 | £0 | £0 | £0 |

**Categories**

Group rows into categories to organise and summarise the table.

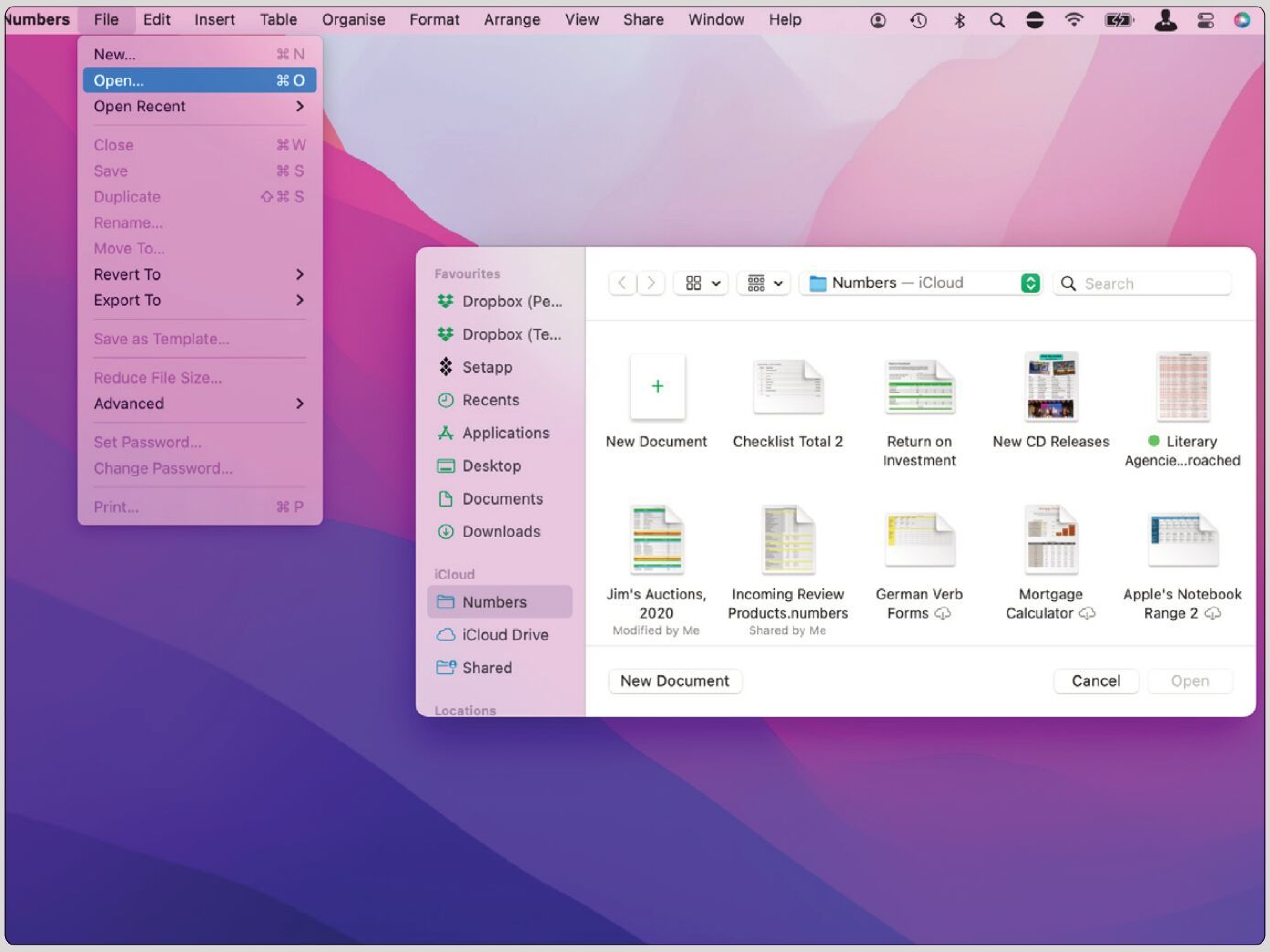
Add a Category…

# Top Tips for Numbers

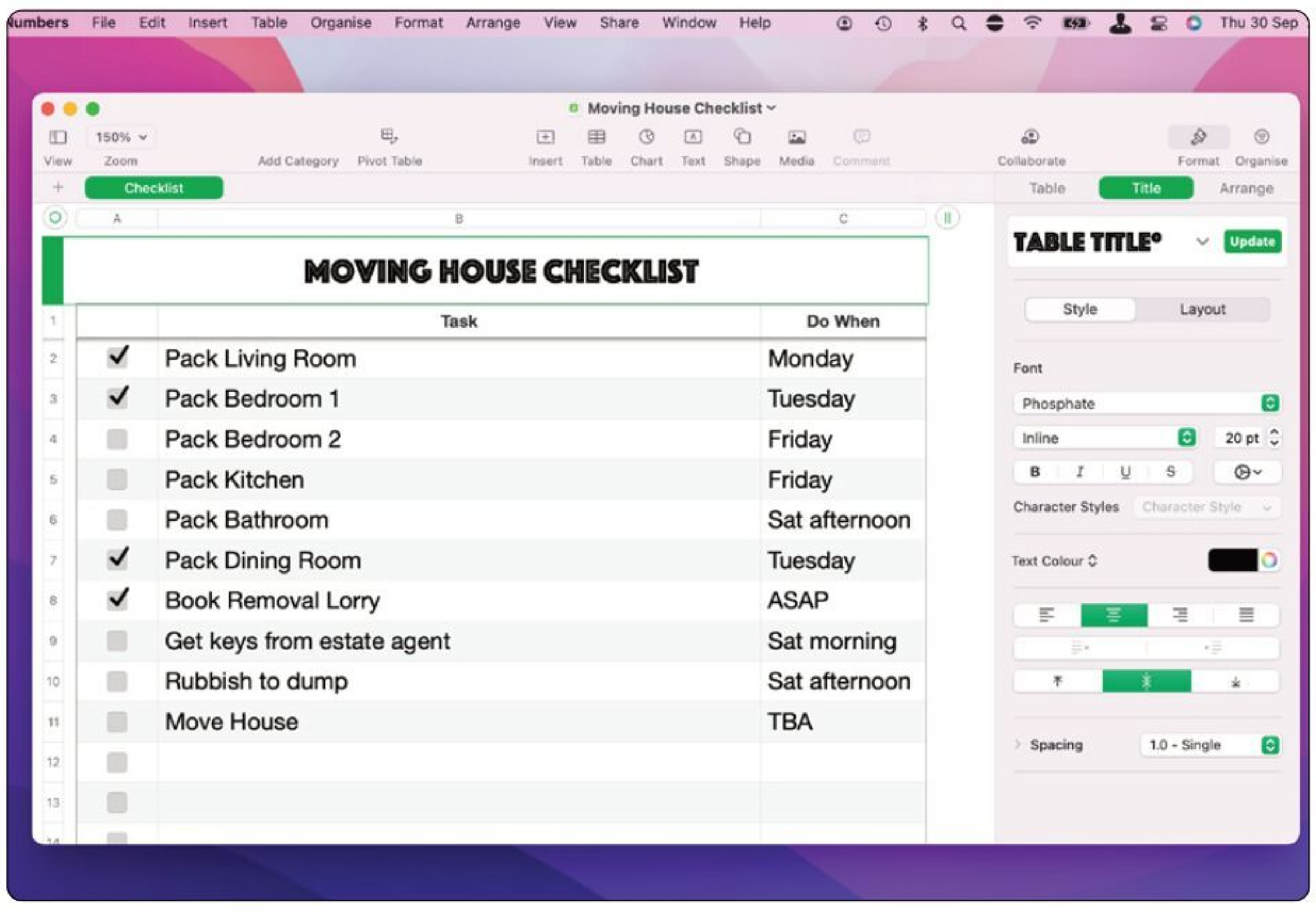
Numbers is a complicated app, and there's always something to learn. These handy hints and terrific tips help you to get more from your spreadsheets.

## New and Open.

When you have the Numbers app open, you can click on the File menu and choose Open to open a document you've previously worked on, through the browser shown here, or New to open the Templates window. If the Open Document browser is already open, click the New Document button in the bottom-left to bring up the Templates window.


Numbers
File
Edit
Insert
Table
Organise
Format
Arrange
View
Share
Window
Help
New... ⌘N
Open... ⌘O
Open Recent
Close ⌘W
Save ⌘S
Duplicate ⇧⌘S
Rename...
Move To...
Revert To
Export To
Save as Template...
Reduce File Size...
Advanced
Set Password...
Change Password...
Print... ⌘P
Favourites
Dropbox (Pe...
Dropbox (Te...
Setapp
Recents
Applications
Desktop
Documents
Downloads
iCloud
Numbers
iCloud Drive
Shared
Locations
Numbers — iCloud
Search
New Document
Checklist Total 2
Return on Investment
New CD Releases
Literary Agencie...roached
Jim's Auctions, 2020
Modified by Me
Incoming Review Products.numbers
Shared by Me
German Verb Forms
Mortgage Calculator
Apple's Notebook Range 2
New Document
Cancel
Open

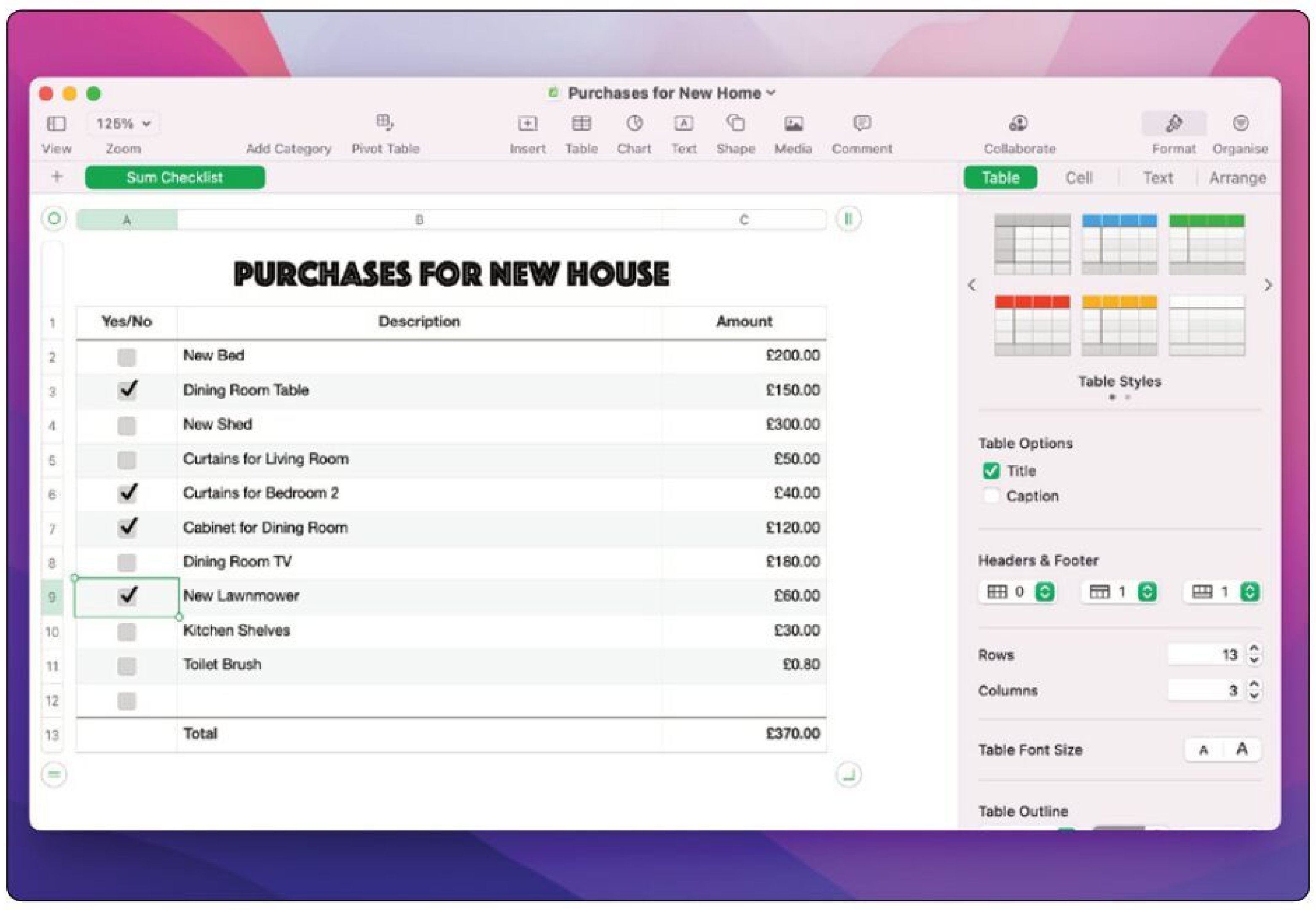
## Numbers Checklists


Numbers
File
Edit
Insert
Table
Organise
Format
Arrange
View
Share
Window
Help
Thu 30 Sep
Moving House Checklist
150%
View
Zoom
Add Category
Pivot Table
Insert
Table
Chart
Text
Shape
Media
Comment
Collaborate
Format
Organise
Checklist
Table
Title
Arrange
TABLE TITLE°
Update
Style
Layout
Font
Phosphate
Inline
20 pt
Character Styles
Text Colour
Spacing
1.0 - Single

MOVING HOUSE CHECKLIST

| | Task | Do When |
|---|---|---|
| ☑ | Pack Living Room | Monday |
| ☑ | Pack Bedroom 1 | Tuesday |
| ☐ | Pack Bedroom 2 | Friday |
| ☐ | Pack Kitchen | Friday |
| ☐ | Pack Bathroom | Sat afternoon |
| ☑ | Pack Dining Room | Tuesday |
| ☑ | Book Removal Lorry | ASAP |
| ☐ | Get keys from estate agent | Sat morning |
| ☐ | Rubbish to dump | Sat afternoon |
| ☐ | Move House | TBA |
| ☐ | | |
| ☐ | | |

From the Templates window, you can select a checklist template if you wish. This is slightly different from the usual table as it has a column of blank boxes you can check by clicking on them. It's great for setting up a checklist on your Mac and checking it off as you go on your iPhone. You can add photos, colours, shapes and more to your checklist table.

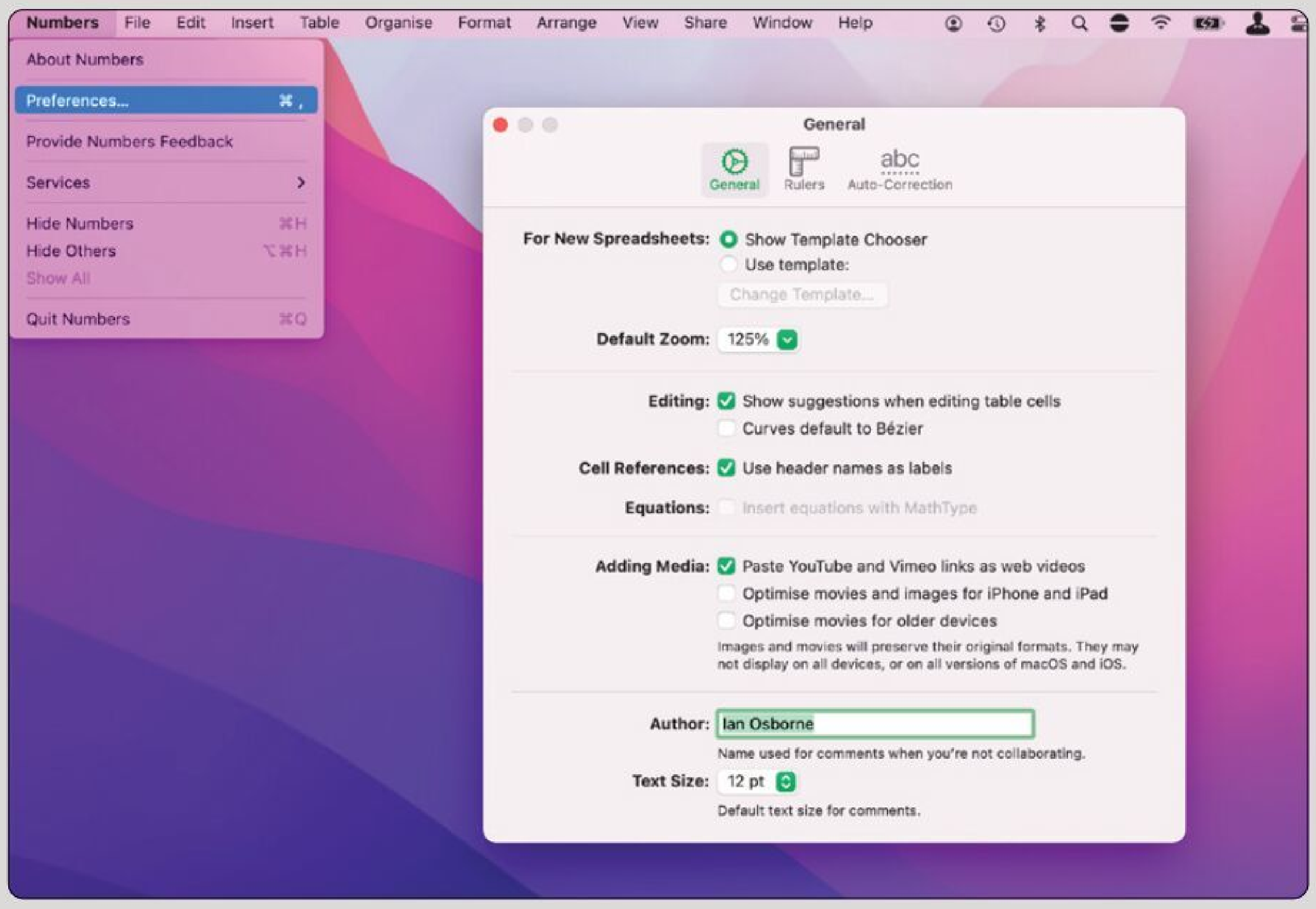

Purchases for New Home
125%
View
Zoom
Add Category
Pivot Table
Insert
Table
Chart
Text
Shape
Media
Comment
Collaborate
Format
Organise
Sum Checklist
Table
Cell
Text
Arrange
Table Styles
Table Options
Title
Caption
Headers & Footer
Rows
13
Columns
3
Table Font Size
Table Outline

PURCHASES FOR NEW HOUSE

| Yes/No | Description | Amount |
|---|---|---|
| ☐ | New Bed | £200.00 |
| ☑ | Dining Room Table | £150.00 |
| ☐ | New Shed | £300.00 |
| ☐ | Curtains for Living Room | £50.00 |
| ☑ | Curtains for Bedroom 2 | £40.00 |
| ☑ | Cabinet for Dining Room | £120.00 |
| ☐ | Dining Room TV | £180.00 |
| ☑ | New Lawnmower | £60.00 |
| ☐ | Kitchen Shelves | £30.00 |
| ☐ | Toilet Brush | £0.80 |
| ☐ | | |
| | Total | £370.00 |

The template called 'Checklist Total' includes a ready-made calculation column that adds the values of every entry in the column, but only when its checkbox is ticked. It's a great way of keeping track of what you've spent on a project, and what you're going to spend. Naturally, these tables can be customised with illustrations and formatted text, just like other documents.

# The Preferences Pane.


Numbers
File
Edit
Insert
Table
Organise
Format
Arrange
View
Share
Window
Help
About Numbers
Preferences… ⌘ ,
Provide Numbers Feedback
Services
Hide Numbers ⌘H
Hide Others ⌥⌘H
Show All
Quit Numbers ⌘Q
General
Rulers
Auto-Correction

General

**For New Spreadsheets:** ● Show Template Chooser
○ Use template:
Change Template…

**Default Zoom:** 125%

**Editing:** ☑ Show suggestions when editing table cells
☐ Curves default to Bézier

**Cell References:** ☑ Use header names as labels

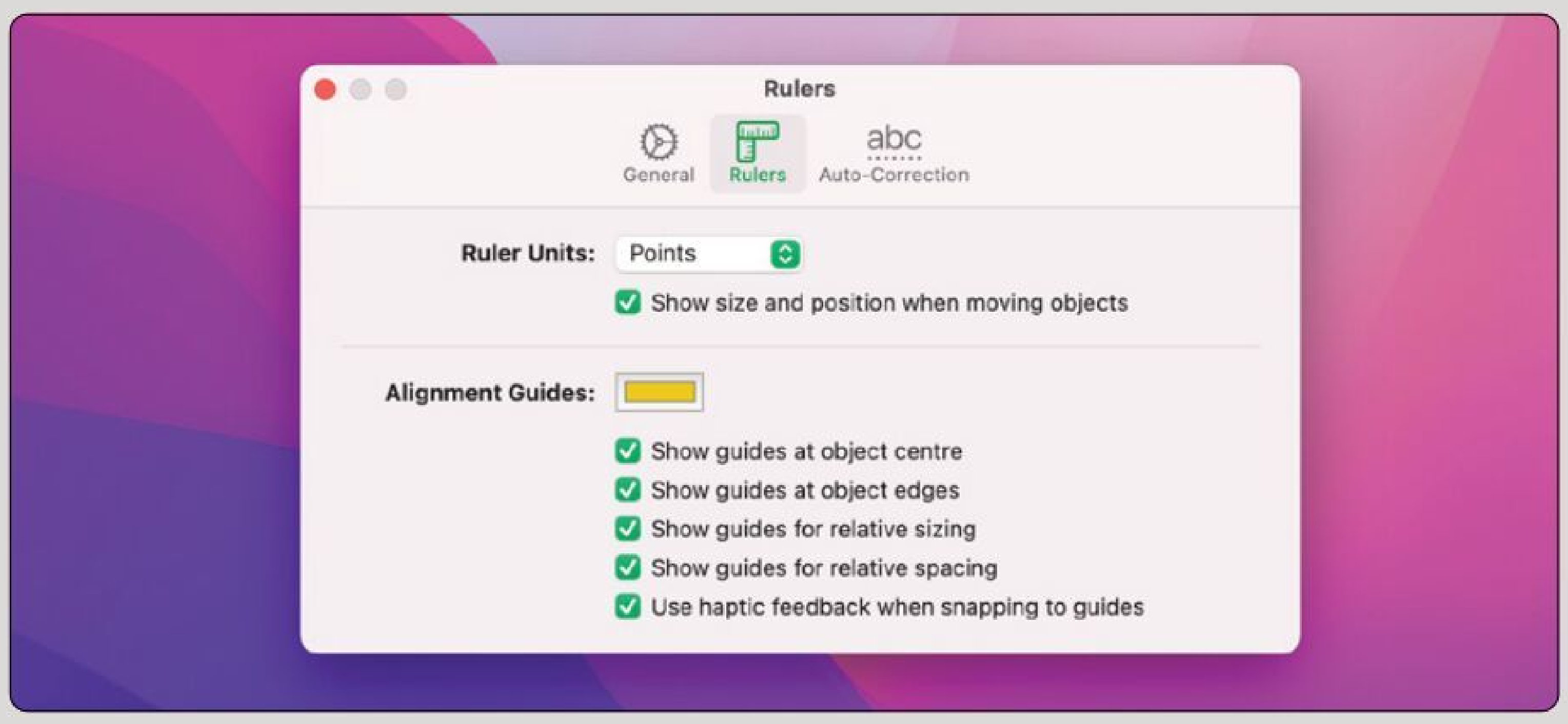
**Equations:** ☐ Insert equations with MathType

**Adding Media:** ☑ Paste YouTube and Vimeo links as web videos
☐ Optimise movies and images for iPhone and iPad
☐ Optimise movies for older devices
Images and movies will preserve their original formats. They may not display on all devices, or on all versions of macOS and iOS.

**Author:** Ian Osborne
Name used for comments when you're not collaborating.

**Text Size:** 12 pt
Default text size for comments.

Open the Preferences pane through the Numbers menu, or by typing cmd-Comma. The General tab sets defaults for future new documents. When you next start a new document, they conform to the parameters you set here (though you can then edit them if you choose). You can also set the author's name here, and the default text size.

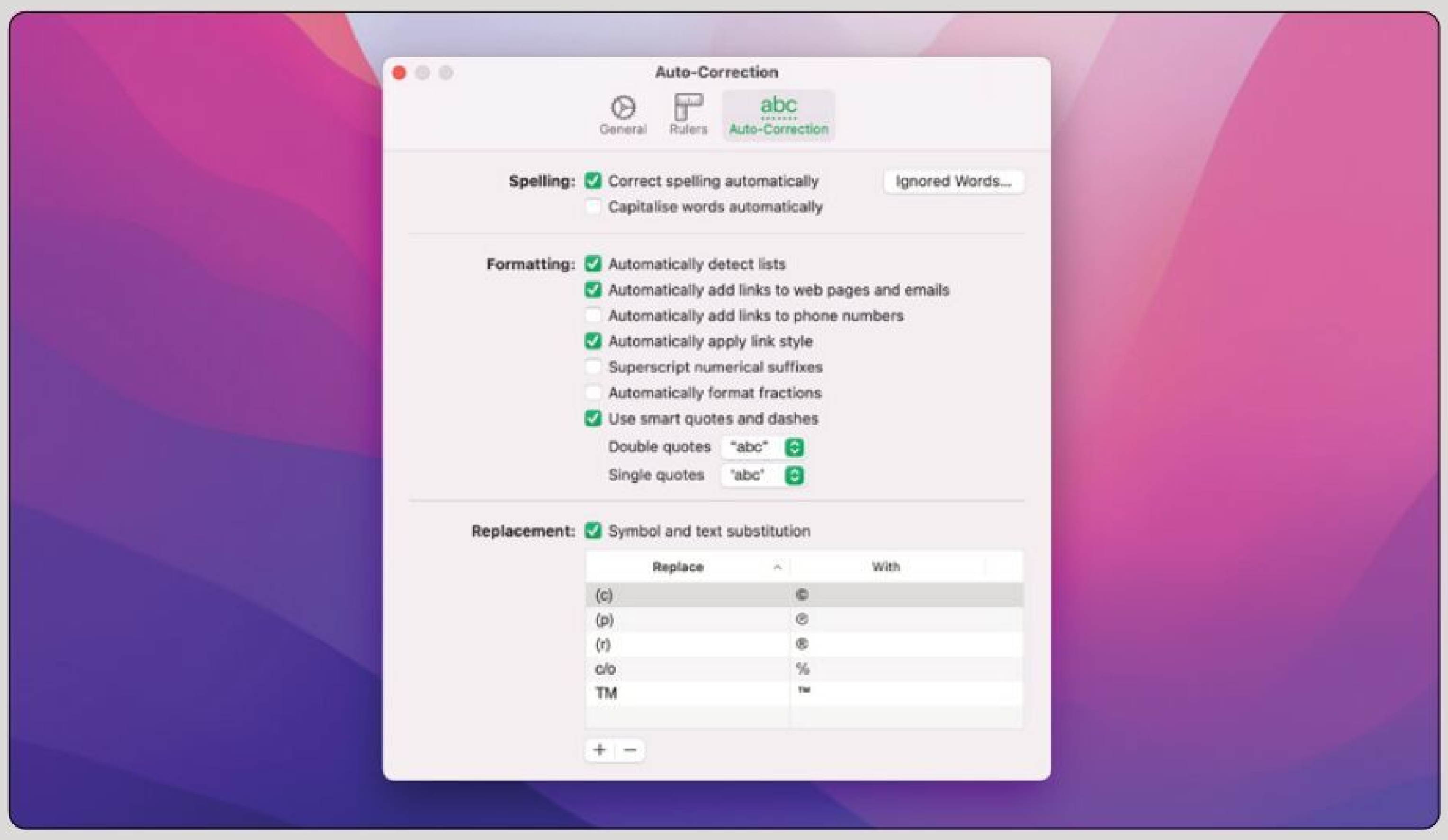

General
Rulers
Auto-Correction

Rulers

**Ruler Units:** Points
☑ Show size and position when moving objects

**Alignment Guides:** 🟨
☑ Show guides at object centre
☑ Show guides at object edges
☑ Show guides for relative sizing
☑ Show guides for relative spacing
☑ Use haptic feedback when snapping to guides

The Rulers tab lets you turn off features you don't want, such as showing size and point position when moving objects, showing guides at the centre and edges of objects and also for relative sizing and spacing. These features are all switched on to begin with, but can be turned off if you wish. You can also change the colour of the alignment guides that appear as you move things on the page.


General
Rulers
Auto-Correction
Ignored Words…
+ −

Auto-Correction

**Spelling:** ☑ Correct spelling automatically
☐ Capitalise words automatically

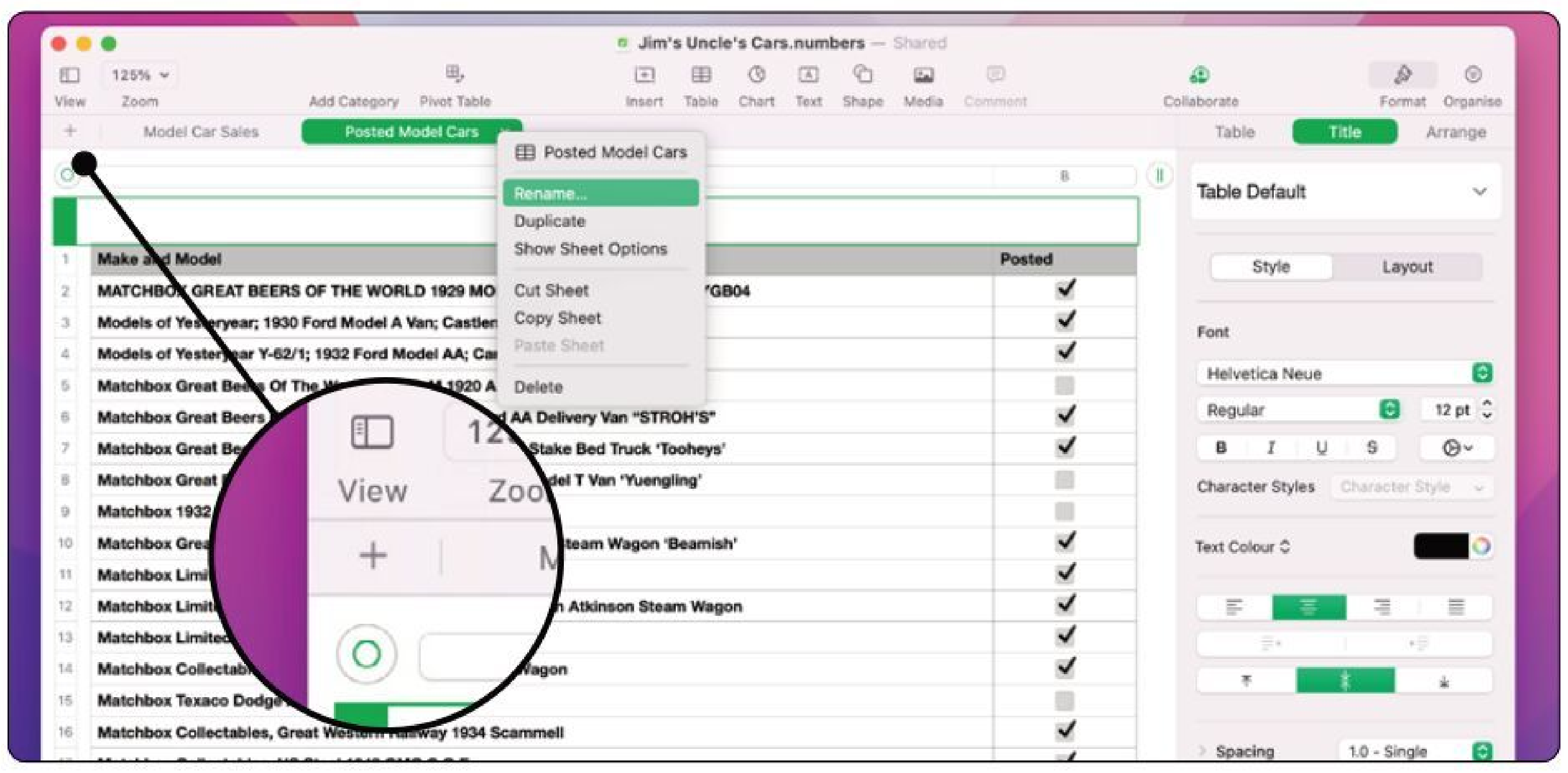
**Formatting:** ☑ Automatically detect lists
☑ Automatically add links to web pages and emails
☐ Automatically add links to phone numbers
☑ Automatically apply link style
☐ Superscript numerical suffixes
☐ Automatically format fractions
☑ Use smart quotes and dashes
Double quotes "abc"
Single quotes 'abc'

**Replacement:** ☑ Symbol and text substitution

| Replace | With |
|---|---|
| (c) | © |
| (p) | ℗ |
| (r) | ® |
| c/o | ℅ |
| TM | ™ |

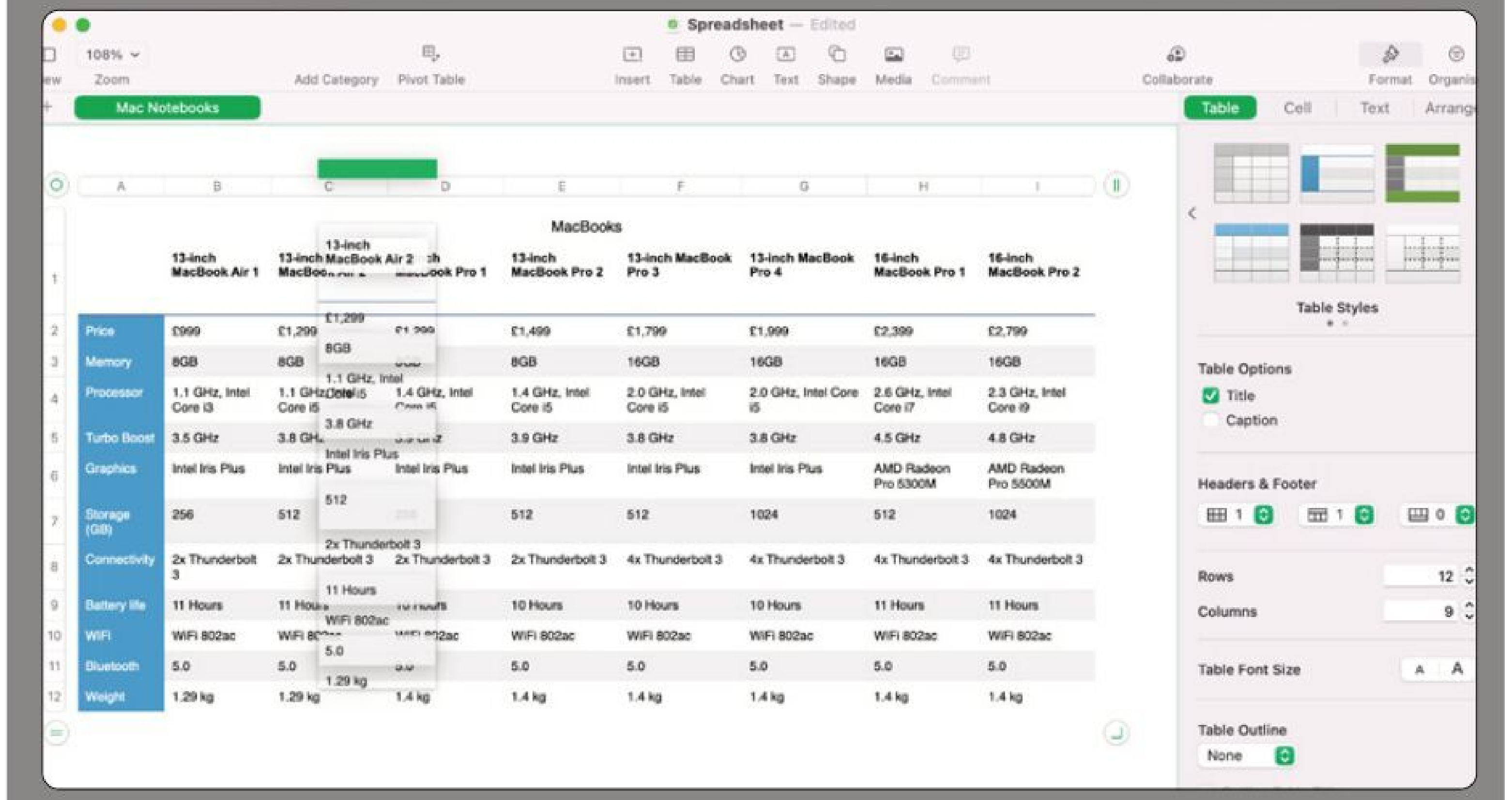
Under Auto-Correction, you can set the spelling checker, and add ignored words for non-standard spellings you regularly use. Choose whether single or double quotes are preferred, and how they're displayed. You can also edit and add to the Symbol and Text Substitution list too. For example, typing '(c)' automatically morphs into the copyright sign.

# Sheets, Tabs & Controls


Jim's Uncle's Cars.numbers — Shared
View
Zoom
Add Category
Pivot Table
Insert
Table
Chart
Text
Shape
Media
Comment
Collaborate
Format
Organise
Model Car Sales
Posted Model Cars
Posted Model Cars
Rename…
Duplicate
Show Sheet Options
Cut Sheet
Copy Sheet
Paste Sheet
Delete
Table
Title
Arrange
Table Default
Style
Layout
Font
Helvetica Neue
Regular
12 pt
Character Styles
Text Colour
Spacing
1.0 - Single
View
Zoom
+

If you want to add another sheet to your document, click the '+' icon in the tab as shown. This lets you add another page to your spreadsheet. For example, we made a spreadsheet of model cars sold on eBay earlier. Here, we added a second sheet, a checklist to note when they're posted. Click the chevron on a tab for controls such as Rename, Duplicate and more.

## Moving Rows and Columns.


Spreadsheet — Edited
108%
Zoom
Add Category
Pivot Table
Insert
Table
Chart
Text
Shape
Media
Comment
Collaborate
Format
Organise
Mac Notebooks
Table
Cell
Text
Arrange
Table Styles
Table Options
Title
Caption
Headers & Footer
Rows
Columns
Table Font Size
Table Outline
None

MacBooks

| | 13-inch MacBook Air 1 | 13-inch MacBook Air 2 | 13-inch MacBook Pro 1 | 13-inch MacBook Pro 2 | 13-inch MacBook Pro 3 | 13-inch MacBook Pro 4 | 16-inch MacBook Pro 1 | 16-inch MacBook Pro 2 |
|---|---|---|---|---|---|---|---|---|
| Price | £999 | £1,299 | [illegible] | £1,499 | £1,799 | £1,999 | £2,399 | £2,799 |
| Memory | 8GB | 8GB | [illegible] | 8GB | 16GB | 16GB | 16GB | 16GB |
| Processor | 1.1 GHz, Intel Core i3 | 1.1 GHz, Intel Core i5 | 1.4 GHz, Intel Core i5 | 1.4 GHz, Intel Core i5 | 2.0 GHz, Intel Core i5 | 2.0 GHz, Intel Core i5 | 2.6 GHz, Intel Core i7 | 2.3 GHz, Intel Core i9 |
| Turbo Boost | 3.5 GHz | 3.8 GHz | [illegible] | 3.9 GHz | 3.8 GHz | 3.8 GHz | 4.5 GHz | 4.8 GHz |
| Graphics | Intel Iris Plus | Intel Iris Plus | Intel Iris Plus | Intel Iris Plus | Intel Iris Plus | Intel Iris Plus | AMD Radeon Pro 5300M | AMD Radeon Pro 5500M |
| Storage (GB) | 256 | 512 | [illegible] | 512 | 512 | 1024 | 512 | 1024 |
| Connectivity | 2x Thunderbolt 3 | 2x Thunderbolt 3 | 2x Thunderbolt 3 | 2x Thunderbolt 3 | 4x Thunderbolt 3 | 4x Thunderbolt 3 | 4x Thunderbolt 3 | 4x Thunderbolt 3 |
| Battery life | 11 Hours | 11 Hours | [illegible] | 10 Hours | 10 Hours | 10 Hours | 11 Hours | 11 Hours |
| WiFi | WiFi 802ac | WiFi 802ac | [illegible] | WiFi 802ac | WiFi 802ac | WiFi 802ac | WiFi 802ac | WiFi 802ac |
| Bluetooth | 5.0 | 5.0 | [illegible] | 5.0 | 5.0 | 5.0 | 5.0 | 5.0 |
| Weight | 1.29 kg | 1.29 kg | 1.4 kg | 1.4 kg | 1.4 kg | 1.4 kg | 1.4 kg | 1.4 kg |

You can move and reorder columns and rows by double-clicking and holding on the number or letter representing that row or column, and then dragging it into a new position on your table. When in place, look for the thick line that shows where the item will go. When it appears, release the row or column you're moving and it's placed in its new position.

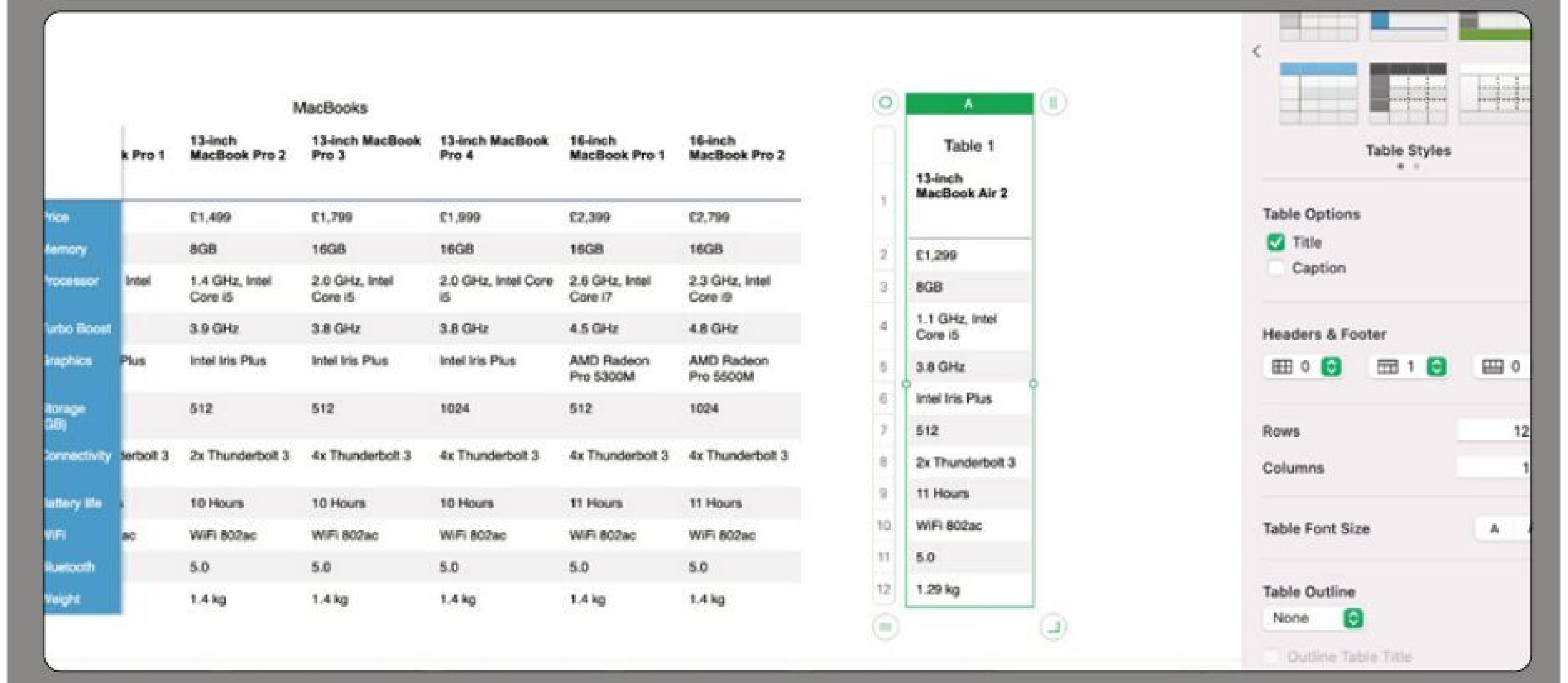

MacBooks
Table Styles
Table Options
Title
Caption
Headers & Footer
Rows
Columns
Table Font Size
Table Outline
None
Outline Table Title

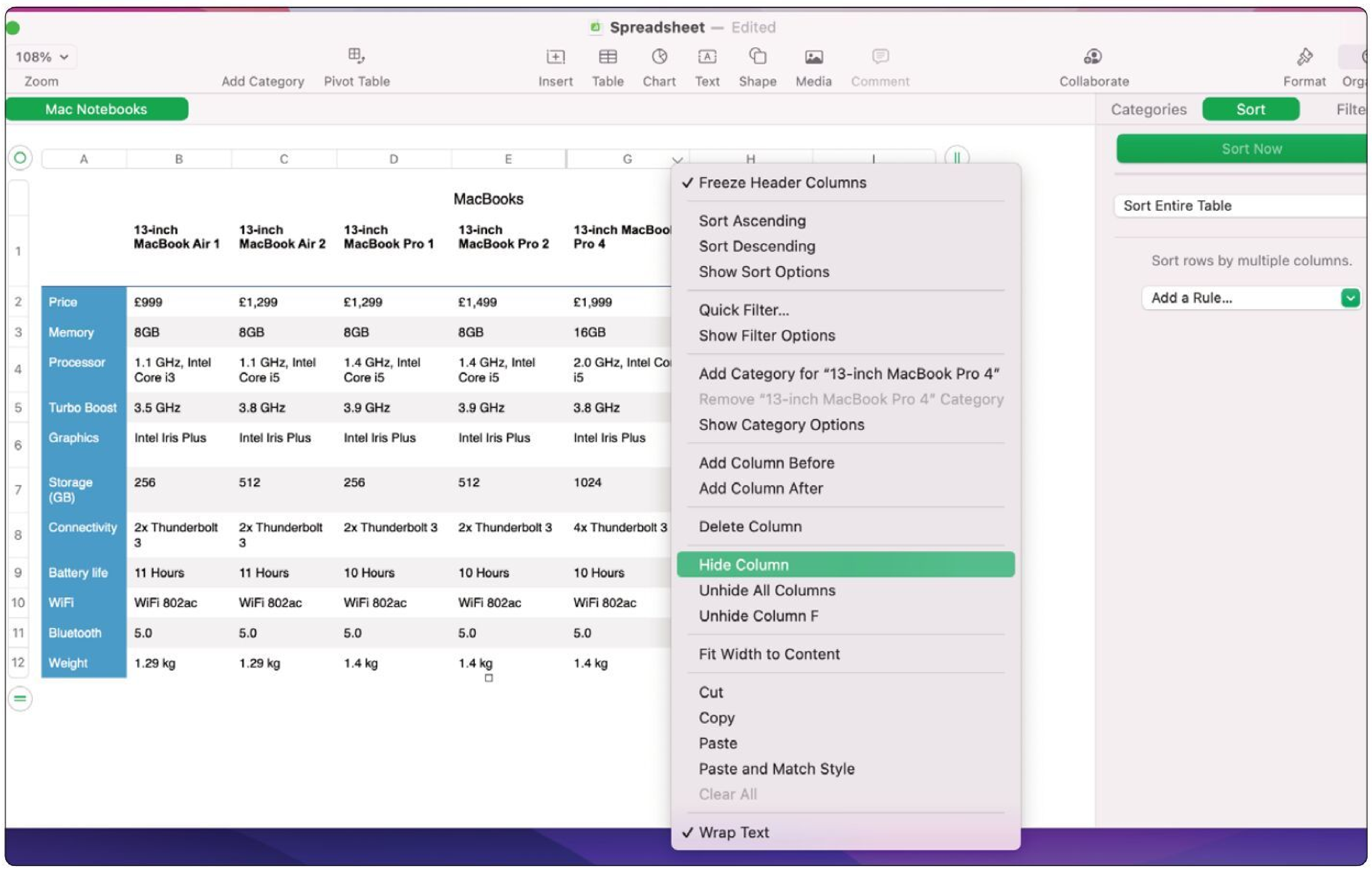
Table 1

| 13-inch MacBook Air 2 |
|---|
| £1,299 |
| 8GB |
| 1.1 GHz, Intel Core i5 |
| 3.8 GHz |
| Intel Iris Plus |
| 512 |
| 2x Thunderbolt 3 |
| 11 Hours |
| WiFi 802ac |
| 5.0 |
| 1.29 kg |

If you release a column or a row without finding a new place for it in the table, it's separated out into a new table completely, as you can see here. If you do this by accident and want to put it back, first add a new, blank row or column (click the chevron next to the number or letter of an adjacent row/column and choose add row/column before/after). Then select the entire row or column you want to add back in again, and copy and paste the data back into your main table. You can then delete the rogue floater.

## Hide and Unhide Rows and Columns

To temporarily hide a row or column, click on the chevron in its letter or number for a pop-up menu. In this menu is an option to hide the row or column. Select multiple rows or columns and you can hide them all at once. To show them again, click any letter (if you've hidden columns), or number (for rows), and choose Unhide All Rows/ Columns from the menu.

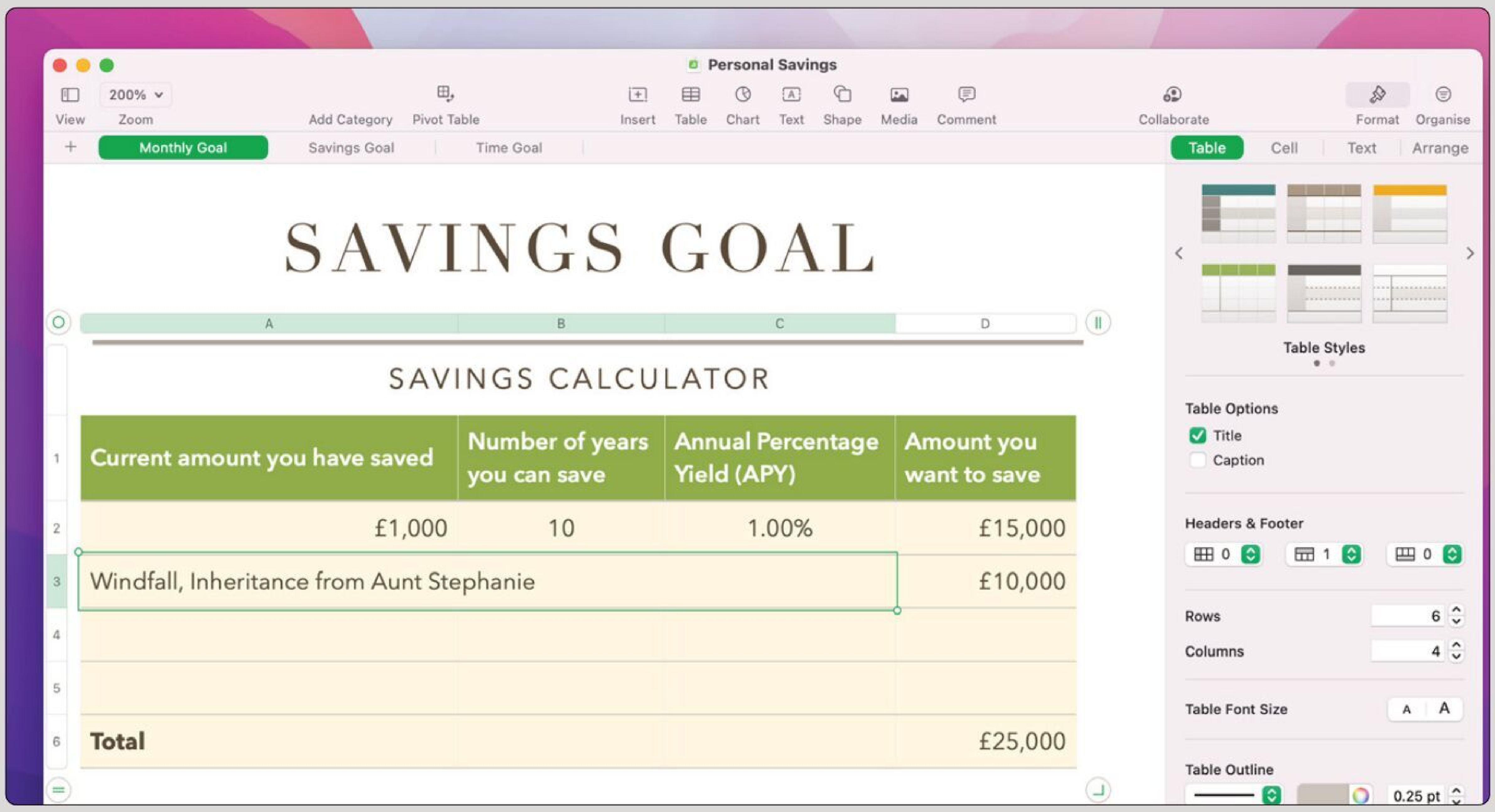

Spreadsheet — Edited
108%
Zoom
Add Category
Pivot Table
Insert
Table
Chart
Text
Shape
Media
Comment
Collaborate
Format
Mac Notebooks
Categories
Sort
Sort Now
Sort Entire Table
Sort rows by multiple columns.
Add a Rule...
✓ Freeze Header Columns
Sort Ascending
Sort Descending
Show Sort Options
Quick Filter...
Show Filter Options
Add Category for "13-inch MacBook Pro 4"
Remove "13-inch MacBook Pro 4" Category
Show Category Options
Add Column Before
Add Column After
Delete Column
Hide Column
Unhide All Columns
Unhide Column F
Fit Width to Content
Cut
Copy
Paste
Paste and Match Style
Clear All
✓ Wrap Text

MacBooks

| | 13-inch MacBook Air 1 | 13-inch MacBook Air 2 | 13-inch MacBook Pro 1 | 13-inch MacBook Pro 2 | 13-inch MacBook Pro 4 |
|---|---|---|---|---|---|
| Price | £999 | £1,299 | £1,299 | £1,499 | £1,999 |
| Memory | 8GB | 8GB | 8GB | 8GB | 16GB |
| Processor | 1.1 GHz, Intel Core i3 | 1.1 GHz, Intel Core i5 | 1.4 GHz, Intel Core i5 | 1.4 GHz, Intel Core i5 | 2.0 GHz, Intel Co i5 |
| Turbo Boost | 3.5 GHz | 3.8 GHz | 3.9 GHz | 3.9 GHz | 3.8 GHz |
| Graphics | Intel Iris Plus | Intel Iris Plus | Intel Iris Plus | Intel Iris Plus | Intel Iris Plus |
| Storage (GB) | 256 | 512 | 256 | 512 | 1024 |
| Connectivity | 2x Thunderbolt 3 | 2x Thunderbolt 3 | 2x Thunderbolt 3 | 2x Thunderbolt 3 | 4x Thunderbolt 3 |
| Battery life | 11 Hours | 11 Hours | 10 Hours | 10 Hours | 10 Hours |
| WiFi | WiFi 802ac | WiFi 802ac | WiFi 802ac | WiFi 802ac | WiFi 802ac |
| Bluetooth | 5.0 | 5.0 | 5.0 | 5.0 | 5.0 |
| Weight | 1.29 kg | 1.29 kg | 1.4 kg | 1.4 kg | 1.4 kg |

## Group Multiple Cells into One.

In this table, we grouped three cells into one so we could add our windfall into the table, and add it to our total savings. To do this, you select the cells you want to combine in this way, and then, in the Table pull-down menu, select Merge Cells. To unmerge them again, select the newly merged cell and from this menu, select Unmerge Cells.


Personal Savings
View
200%
Zoom
Add Category
Pivot Table
Insert
Table
Chart
Text
Shape
Media
Comment
Collaborate
Format
Organise
Monthly Goal
Savings Goal
Time Goal
Table
Cell
Text
Arrange
Table Styles
Table Options
Headers & Footer
Rows
Columns
Table Font Size
Table Outline

SAVINGS GOAL

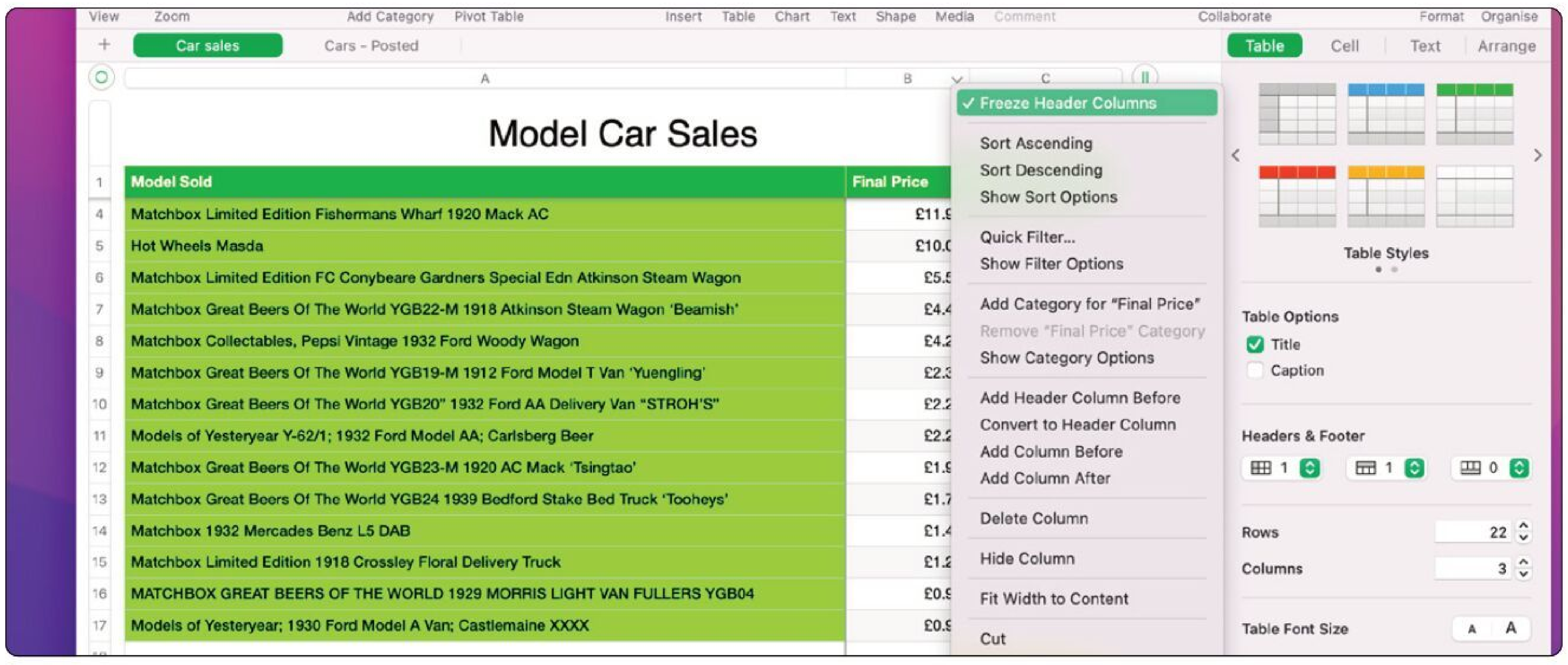
SAVINGS CALCULATOR

| Current amount you have saved | Number of years you can save | Annual Percentage Yield (APY) | Amount you want to save |
|---|---|---|---|
| £1,000 | 10 | 1.00% | £15,000 |
| Windfall, Inheritance from Aunt Stephanie | | | £10,000 |
| | | | |
| | | | |
| Total | | | £25,000 |

☑ Title
☐ Caption
Rows 6
Columns 4
0.25 pt

## The Columns Contextual Menu

Hover your pointer over the letters bar above the columns, and a chevron is shown for each segment. Click on one of these for a contextual menu. You can sort the entire table according to what's in this column, add a column to the left or the right of the selected column or delete it altogether. There's a useful quick filter option too.

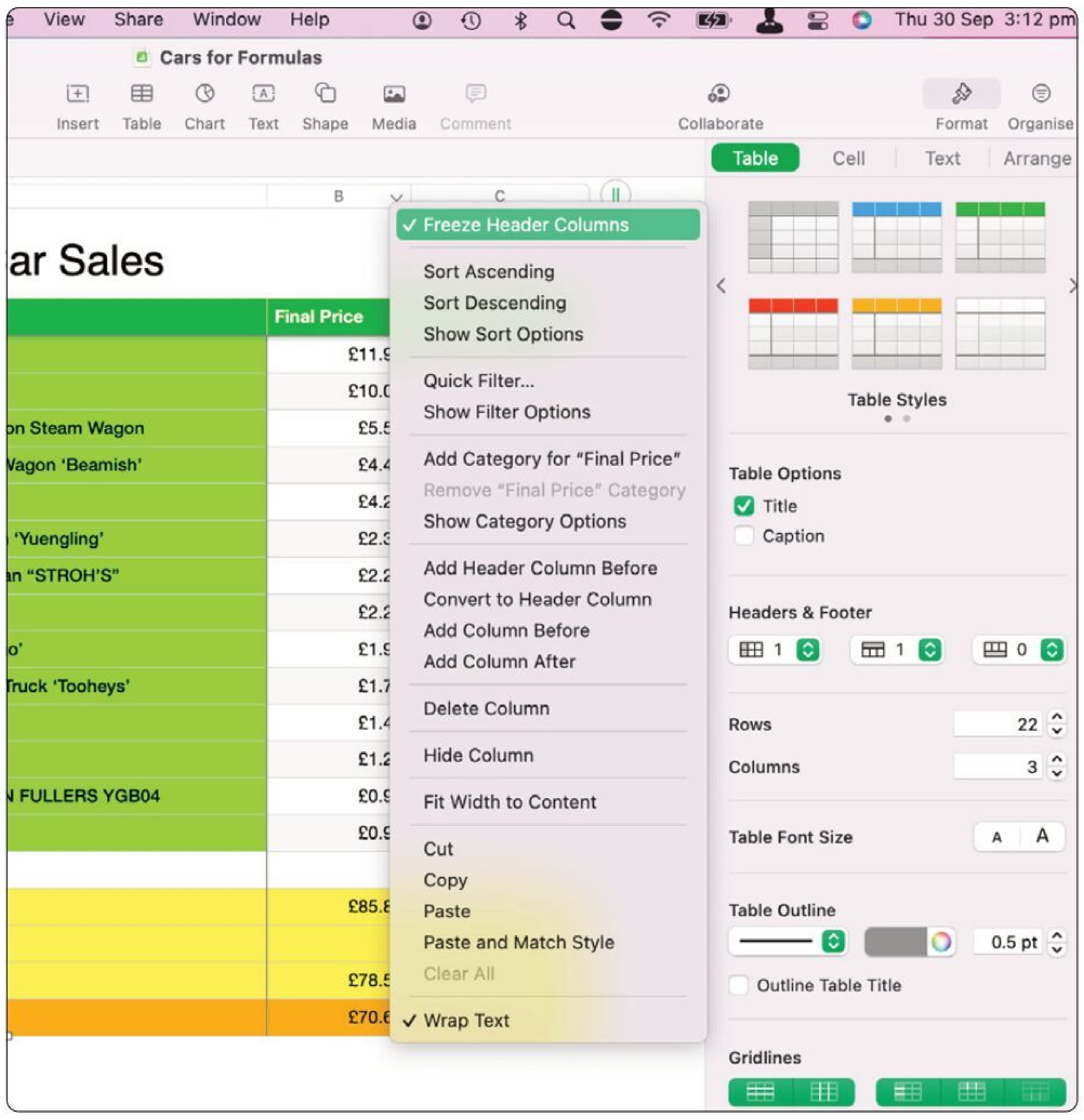

View
Zoom
Add Category
Pivot Table
Insert
Table
Chart
Text
Shape
Media
Comment
Collaborate
Format
Organise
Car sales
Cars - Posted
Table
Cell
Text
Arrange
✓ Freeze Header Columns
Sort Ascending
Sort Descending
Show Sort Options
Quick Filter...
Show Filter Options
Add Category for "Final Price"
Remove "Final Price" Category
Show Category Options
Add Header Column Before
Convert to Header Column
Add Column Before
Add Column After
Delete Column
Hide Column
Fit Width to Content
Cut
Table Styles
Table Options
Headers & Footer
Rows
Columns
Table Font Size

Model Car Sales

| Model Sold | Final Price |
|---|---|
| Matchbox Limited Edition Fishermans Wharf 1920 Mack AC | £11.9 |
| Hot Wheels Masda | £10.0 |
| Matchbox Limited Edition FC Conybeare Gardners Special Edn Atkinson Steam Wagon | £5.5 |
| Matchbox Great Beers Of The World YGB22-M 1918 Atkinson Steam Wagon 'Beamish' | £4.4 |
| Matchbox Collectables, Pepsi Vintage 1932 Ford Woody Wagon | £4.2 |
| Matchbox Great Beers Of The World YGB19-M 1912 Ford Model T Van 'Yuengling' | £2.3 |
| Matchbox Great Beers Of The World YGB20" 1932 Ford AA Delivery Van "STROH'S" | £2.2 |
| Models of Yesteryear Y-62/1; 1932 Ford Model AA; Carlsberg Beer | £2.2 |
| Matchbox Great Beers Of The World YGB23-M 1920 AC Mack 'Tsingtao' | £1.9 |
| Matchbox Great Beers Of The World YGB24 1939 Bedford Stake Bed Truck 'Tooheys' | £1.7 |
| Matchbox 1932 Mercades Benz L5 DAB | £1.4 |
| Matchbox Limited Edition 1918 Crossley Floral Delivery Truck | £1.2 |
| MATCHBOX GREAT BEERS OF THE WORLD 1929 MORRIS LIGHT VAN FULLERS YGB04 | £0.9 |
| Models of Yesteryear; 1930 Ford Model A Van; Castlemaine XXXX | £0.9 |

☑ Title
☐ Caption
Rows 22
Columns 3

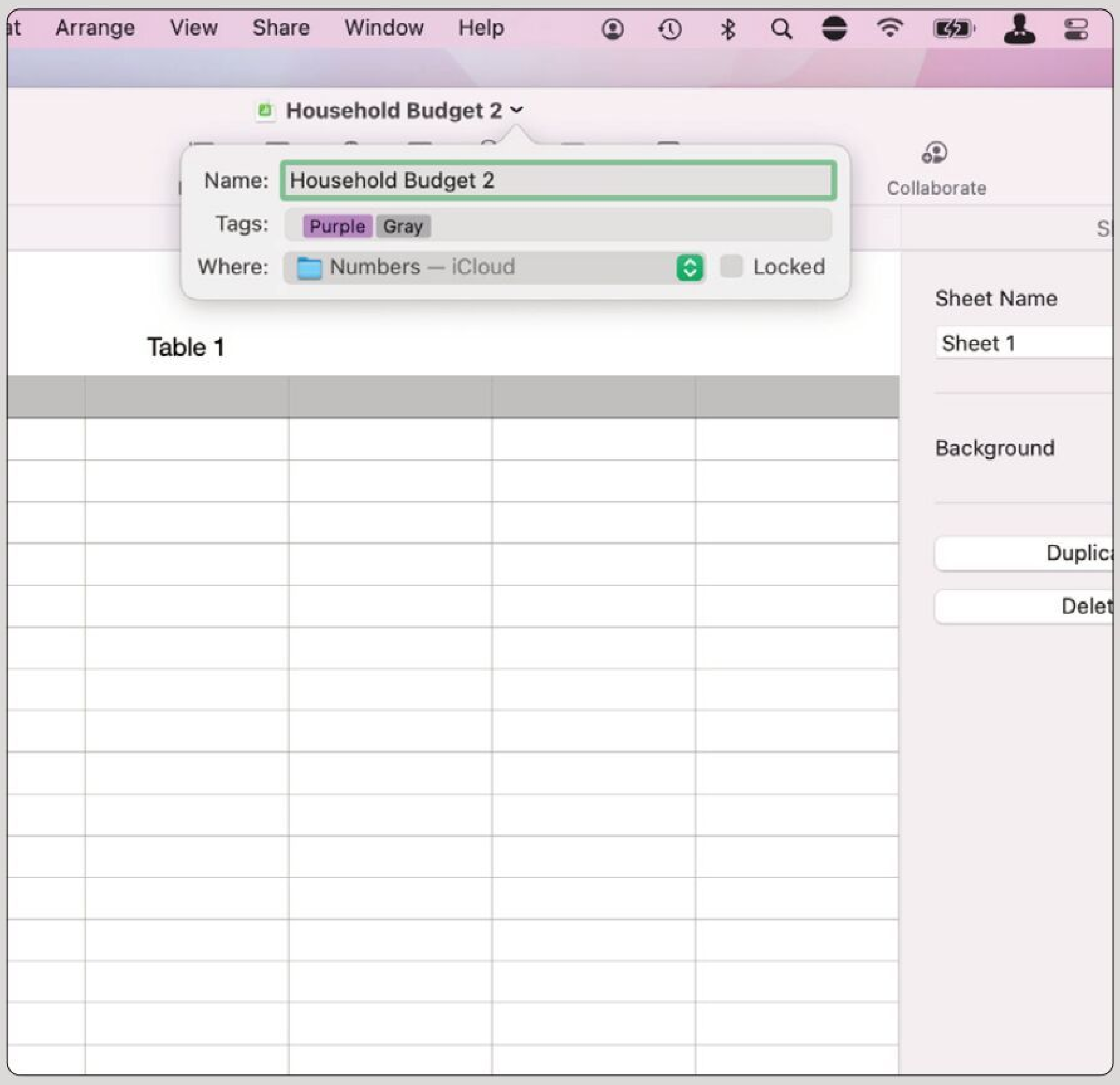
## The Rows Contextual Menu


Cars for Formulas
✓ Freeze Header Columns
Sort Ascending
Sort Descending
Show Sort Options
Quick Filter...
Show Filter Options
Add Category for "Final Price"
Remove "Final Price" Category
Show Category Options
Add Header Column Before
Convert to Header Column
Add Column Before
Add Column After
Delete Column
Hide Column
Fit Width to Content
Cut
Copy
Paste
Paste and Match Style
Clear All
✓ Wrap Text
Table
Cell
Text
Arrange
Table Styles
Table Options
Title
Caption
Headers & Footer
Rows 22
Columns 3
Table Font Size
Table Outline
0.5 pt
Outline Table Title
Gridlines

You can access a similar contextual menu by clicking the chevron on the number next to a row. Again you can add a new row, above or below the one you've selected, or delete it. This menu also gives you quick access to the Sort, Filter and Categories sidebar options, create a group for that row and more.

## Naming a Document.

To add tickboxes to your table, first of all, select all the cells you wish to modify in this way; click and drag over them to select. In the sidebar, click the Format button, and then the Cell tab. Click the Data Format pull-down menu and select the Tickbox option near the bottom.


Name: Household Budget 2
Tags: Purple Gray
Where: Numbers — iCloud
☐ Locked
Sheet Name: Sheet 1
Household Budget 2
Table 1
Collaborate
Background
Duplicate
Delete

## Adding Tickboxes to a Table.

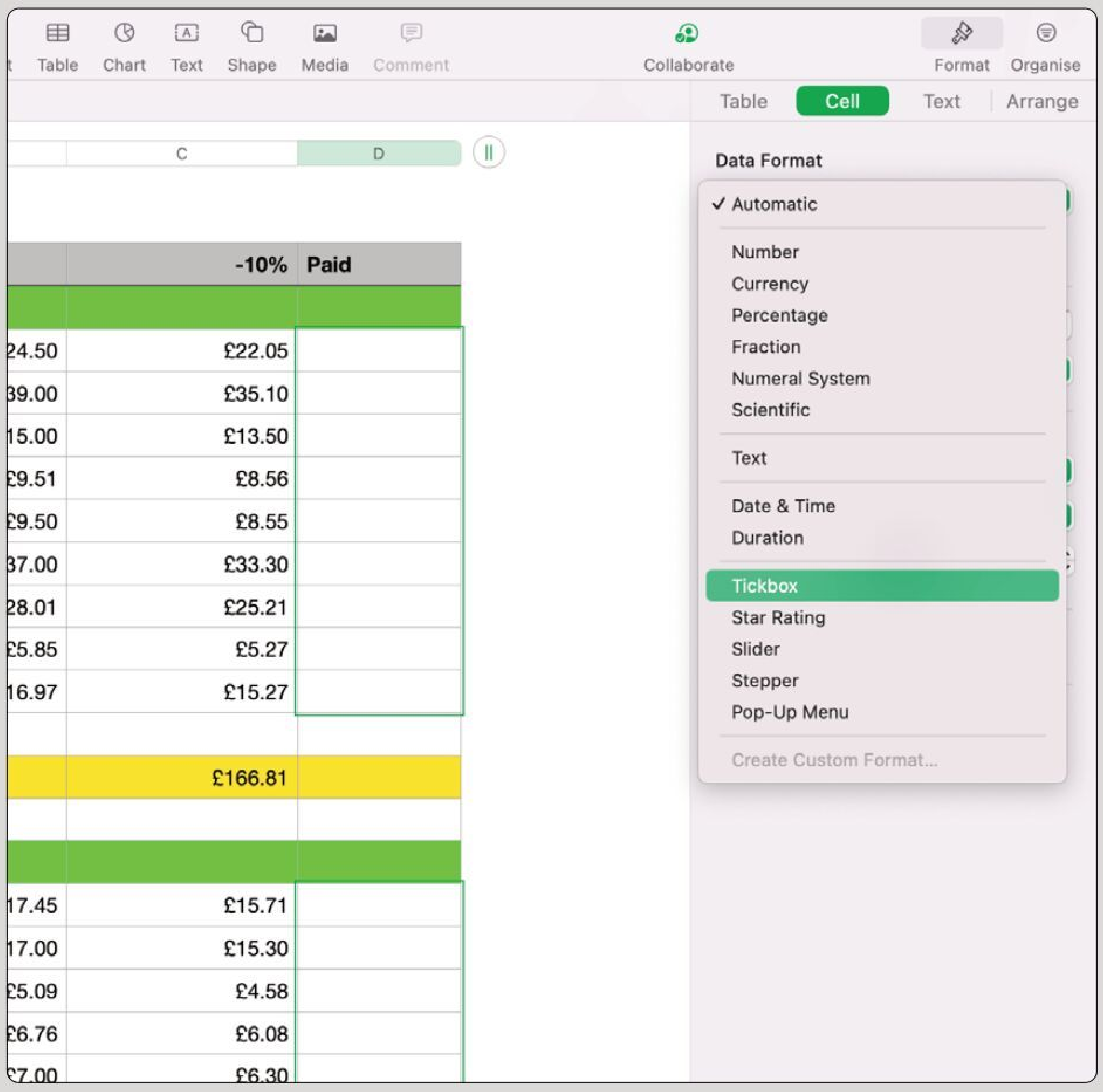
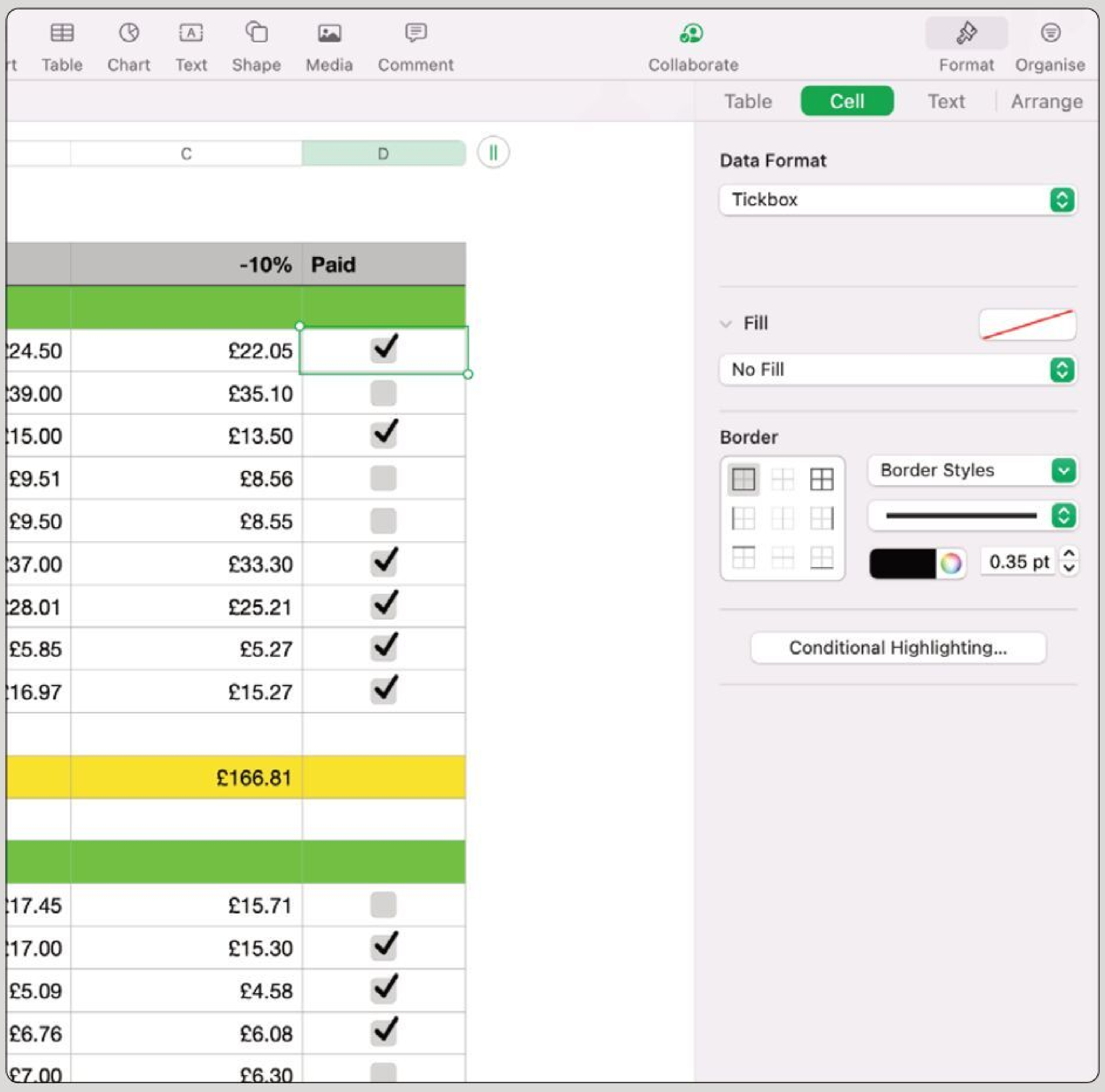


Table
Cell
Text
Arrange
Data Format
✓ Automatic
Number
Currency
Percentage
Fraction
Numeral System
Scientific
Text
Date & Time
Duration
Tickbox
Star Rating
Slider
Stepper
Pop-Up Menu
Create Custom Format...


Data Format: Tickbox
Fill: No Fill
Border: Border Styles, 0.35 pt
Conditional Highlighting...

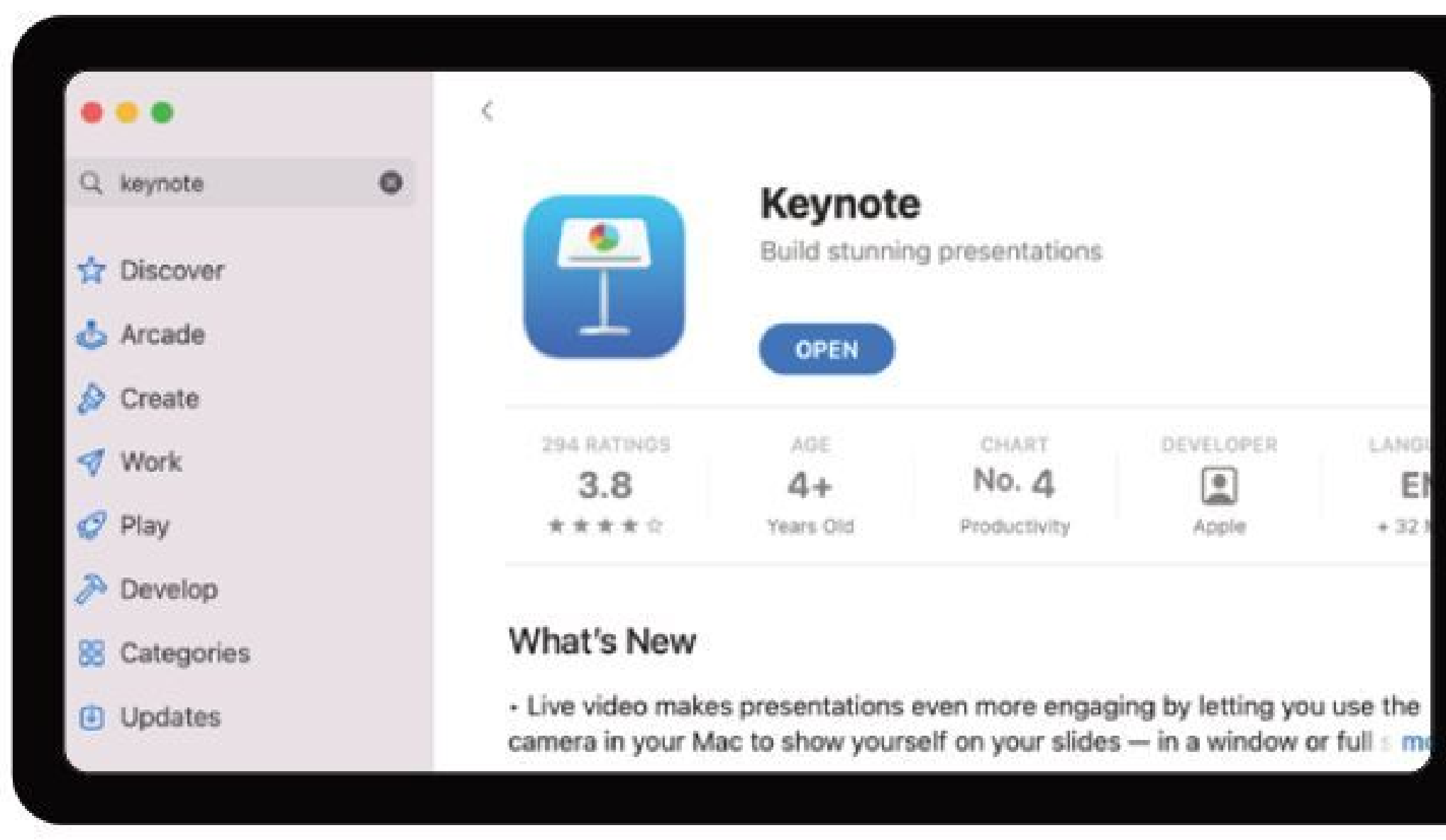
| | -10% | Paid |
|---|---|---|
| 24.50 | £22.05 | ✓ |
| 39.00 | £35.10 | ☐ |
| 15.00 | £13.50 | ✓ |
| £9.51 | £8.56 | ☐ |
| £9.50 | £8.55 | ☐ |
| 37.00 | £33.30 | ✓ |
| 28.01 | £25.21 | ✓ |
| £5.85 | £5.27 | ✓ |
| 16.97 | £15.27 | ✓ |
| | £166.81 | |
| 17.45 | £15.71 | ☐ |
| 17.00 | £15.30 | ✓ |
| £5.09 | £4.58 | ✓ |
| £6.76 | £6.08 | ✓ |
| £7.00 | £6.30 | ☐ |

To add tickboxes to your table, first of all, select all the cells you wish to modify in this way; click and drag over them to select. In the sidebar, click the Format button, and then the Cell tab. Click the Data Format pull-down menu and select the Tickbox option near the bottom.

Tickboxes, also called Checkboxes, appear in the cells you selected. These can be ticked and unticked as appropriate. The Data Format menu can also be used to add star ratings, steppers and sliders, a date and time and more. Take a look and experiment with them to your hearts content.

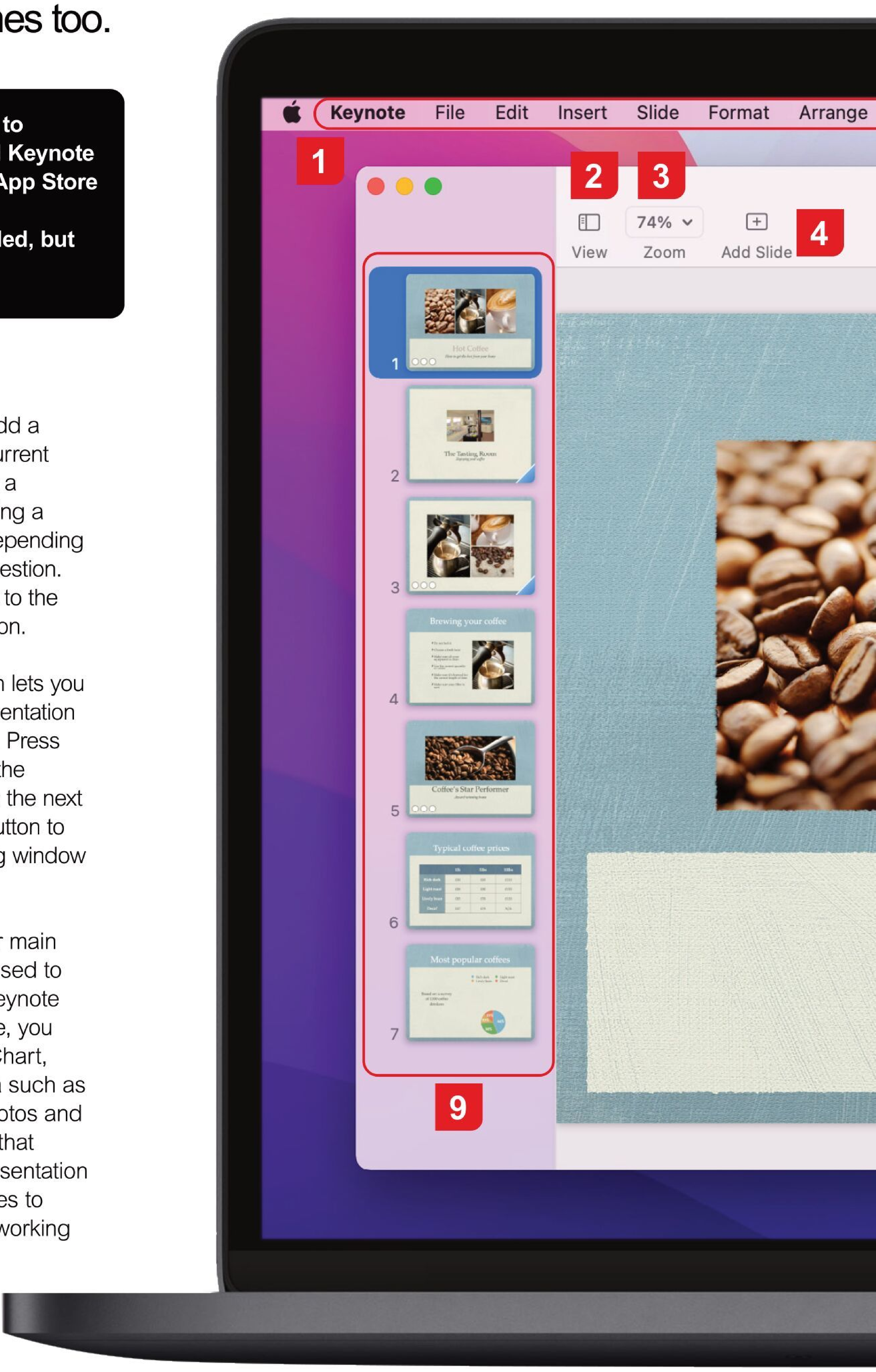
# Keynote
## For Presentations

Keynote was originally created by Apple for the company's own presentations, and then it was released to the public. It's free, and it's great for putting on displays. Create slideshows, add transition effects, include text, images and videos and more. There are themes too.


keynote
Discover
Arcade
Create
Work
Play
Develop
Categories
Updates
Keynote
Build stunning presentations
OPEN
294 RATINGS
3.8
AGE
4+
Years Old
CHART
No. 4
Productivity
DEVELOPER
Apple
What's New

• Live video makes presentations even more engaging by letting you use the camera in your Mac to show yourself on your slides — in a window or full

**You need to download Keynote from the App Store as it isn't pre-installed, but it's free.**


Keynote
File
Edit
Insert
Slide
Format
Arrange
1
2
3
4
View
74%
Zoom
Add Slide
Hot Coffee
The Tasting Room
Brewing your coffee
Coffee's Star Performer
Typical coffee prices
Most popular coffees
9

## Keynote at a Glance

**1** As you'd expect, Keynote has a series of pull-down menus in the Desktop's top bar. Click on one for the menu, and drag your pointer down this list to select an option. Some tools have a keyboard shortcut too, displayed on the right of the menu bars.

**2** Keynote's View button lets you change the way the slide is shown in the window. You can hide the sidebars, show the slides as thumbnails, show and hide an Object list and the Find & Replace option and more.

**3** Like the other iWork apps, Keynote lets you zoom in on the currently shown slide to see more detail, or zoom out to see more of the slide. This doesn't change the size of the document; only the way it's viewed on the screen. To see the whole of the slide, select Fit Slide in the menu.

**4** Click here to add a slide to your current presentation. You get a pop-up window offering a variety of designs, depending on the template in question. Choose one to add it to the end of the presentation.

**5** The Play button lets you watch the presentation as it currently stands. Press the mouse button or the space bar to move to the next slide, and the ESC button to go back to the editing window shown here.

**6** These are your main editing tools, used to add elements to a Keynote slide. As you can see, you can add a Table, a Chart, Text, a Shape, Media such as music, video and photos and also add comments that aren't part of the presentation but act as useful notes to yourself and others working on the presentation.

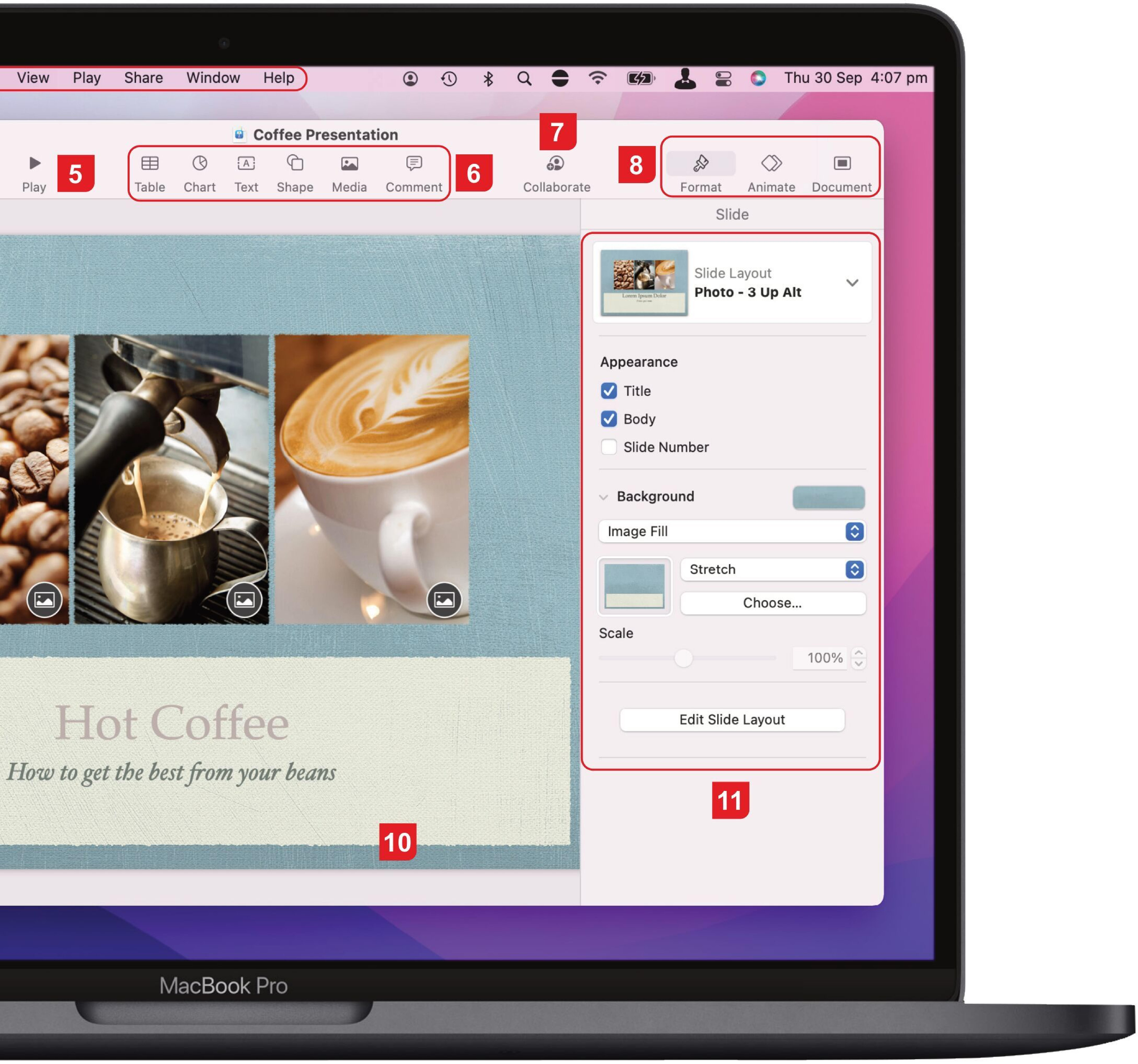
**7** When you're collaborating on a Keynote project, any edits you make are also visible to the others who are working with you on it, and vice versa. If you want to share a project without giving other people editing rights, change the Permission pull-down menu on the pop-up window to 'View only'.

**8** These controls toggle the contents of the right-hand sidebar. Format lets you edit the slide's contents, Animate gives access to tools such as transition effects, as the presentation moves from one slide to another and Document offers tools that cover the presentation as a whole, rather than one particular slide or transition.

**9** The left-hand sidebar shows the total range of slides in your presentation, as thumbnails. Click and drag to reorder them, click and delete to remove and use the View button above it to change the way they're displayed.

**10** This is the slide you're currently working on. If you start with a template, you can change the pictures, text, fonts and other elements to suit your own presentation. There are lots of themes to choose from.

**11** The right-hand sidebar's Format tools, which you use to edit, modify and build your presentation. You can choose a colour for your background. Click on an image and choose an image style, and set a border and shadow if you wish, and more.


View
Play
Share
Window
Help
Thu 30 Sep 4:07 pm
Coffee Presentation
Play
5
Table
Chart
Text
Shape
Media
Comment
6
7
Collaborate
8
Format
Animate
Document
Slide
Choose...
Edit Slide Layout
11
10
MacBook Pro

Hot Coffee

*How to get the best from your beans*

Slide Layout
**Photo - 3 Up Alt**

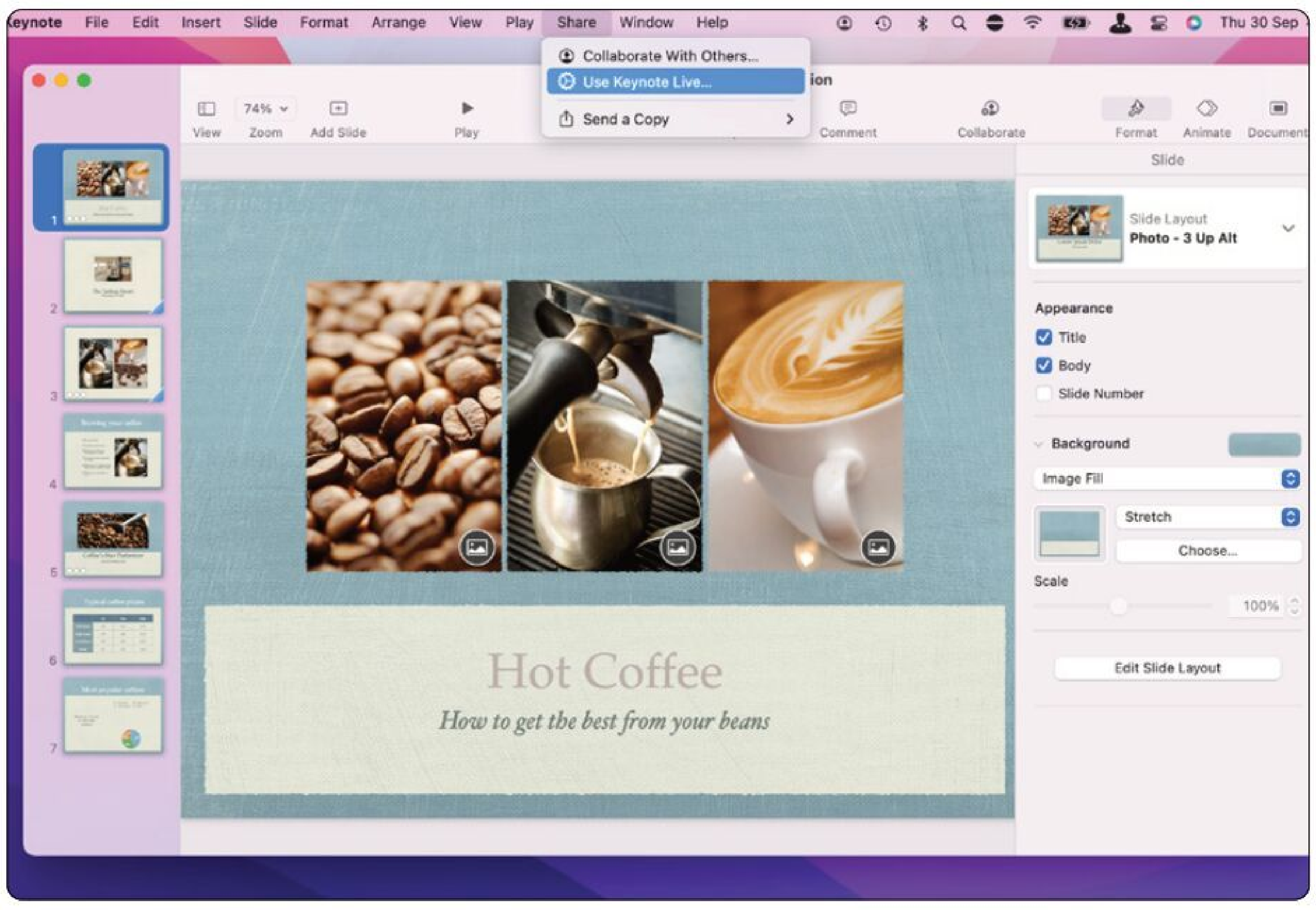
Appearance
☑ Title
☑ Body
☐ Slide Number

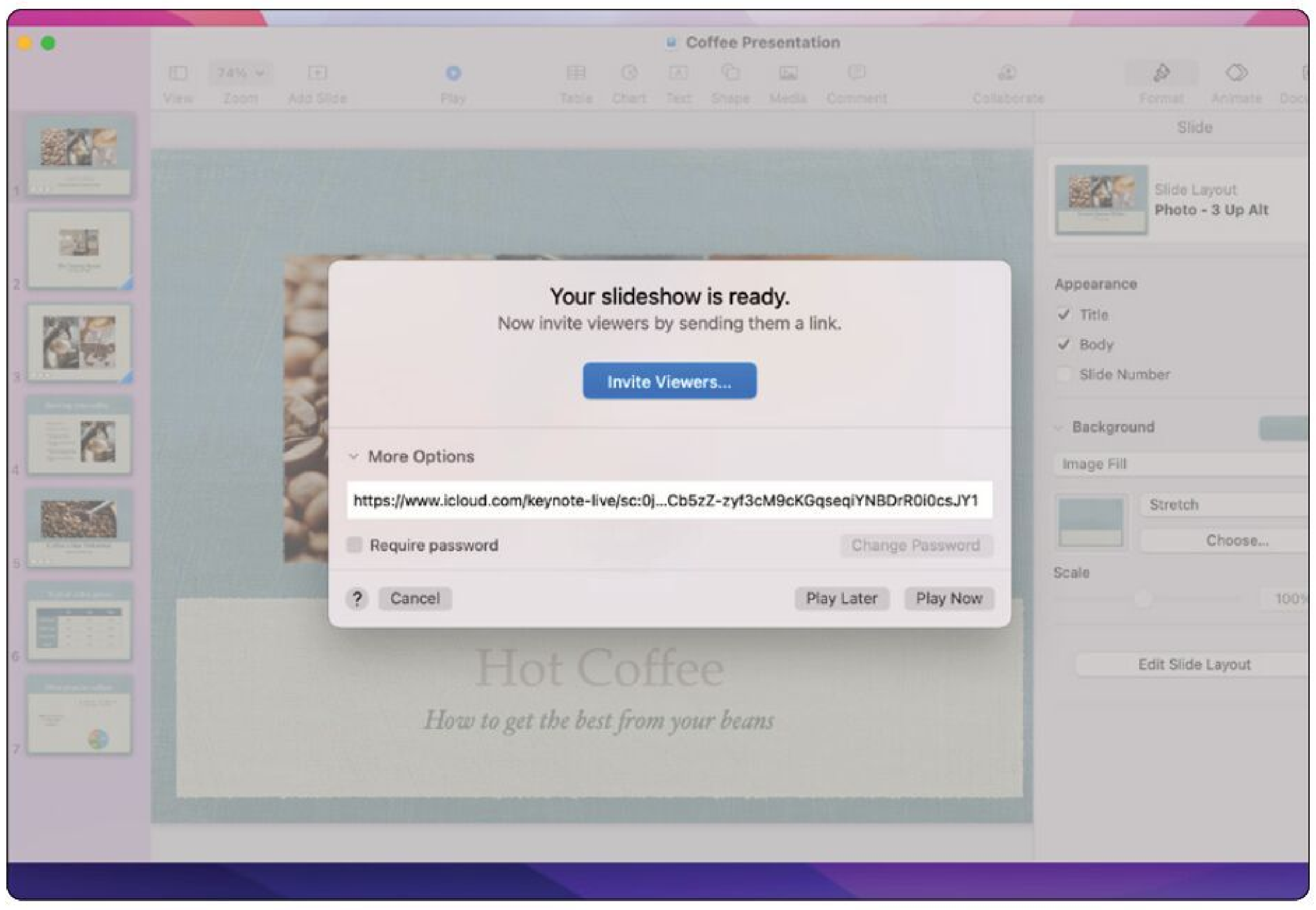
Background
Image Fill
Stretch
Scale 100%

# Top Tips for Keynote

Mastering the Keynote app isn't as tricky as you think. Follow these tips as you practice making your presentations and you'll soon have an impressive show.

## Keynote Live


Share
Collaborate With Others...
Use Keynote Live...
Send a Copy
Hot Coffee
How to get the best from your beans


Coffee Presentation
Invite Viewers...
More Options
Cancel
Play Later
Play Now
Hot Coffee
How to get the best from your beans

Your slideshow is ready.
Now invite viewers by sending them a link.

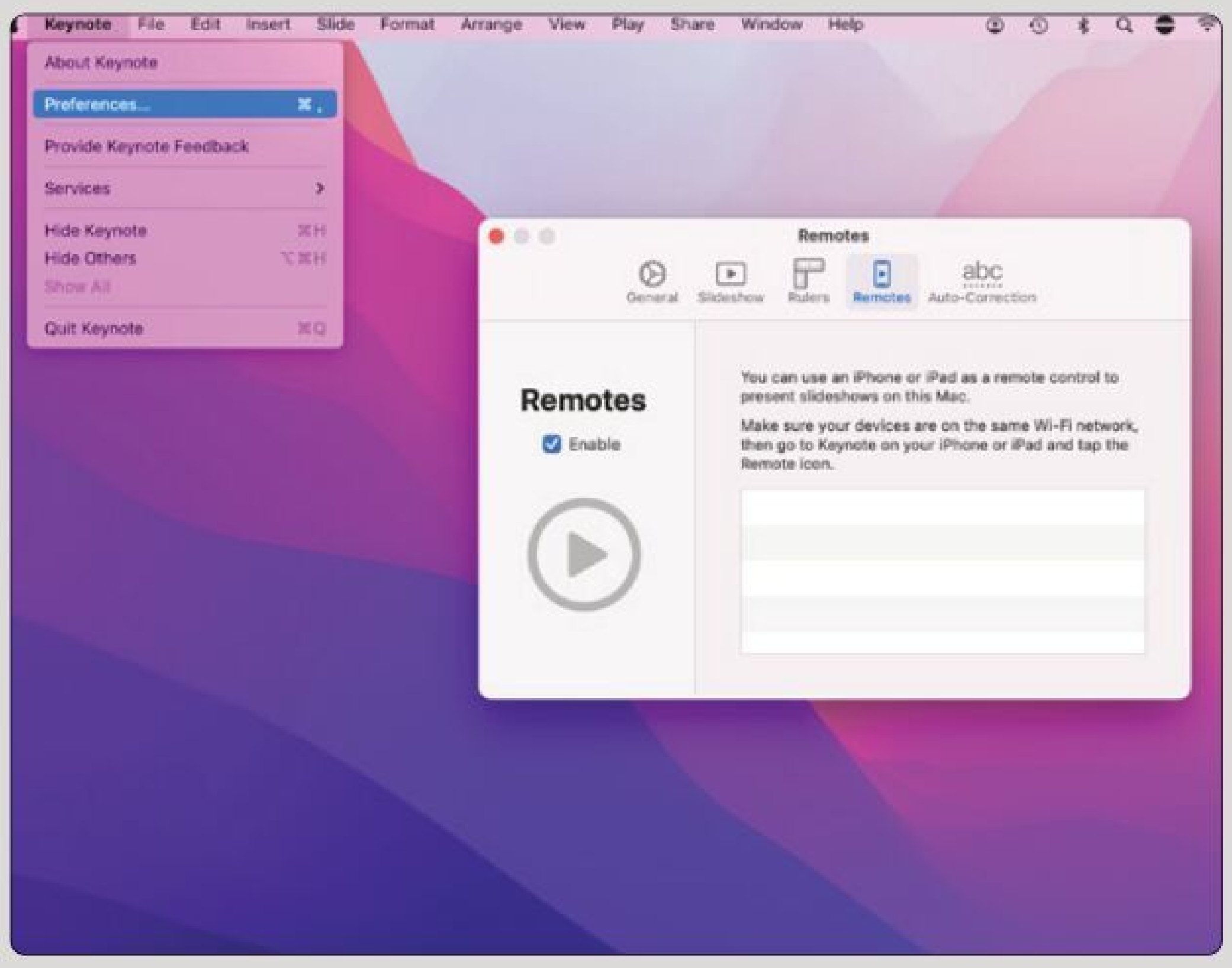
https://www.icloud.com/keynote-live/sc:0j...Cb5zZ-zyf3cM9cKGqseqiYNBDrR0l0csJY1

☐ Require password

Keynote Live lets you broadcast your presentations over the Internet, so it can be watched by up to 500 viewers online or 35 on your local Wi-Fi. Make sure your presentation is in iCloud Drive. The Keynote app used to have a Keynote Live button in the toolbar, but in the latest version you find this option in the Share menu.

Click Keynote Live in the Share menu, and a Keynote Live link is created for your presentation, and you're invited to add viewers. You can do so, or copy the link under More Options, and send it in another way. Those you invite can watch your Keynote presentation, which you can password-protect to restrict who can see it if you wish.

## Using an iPhone or iPad as a Remote.

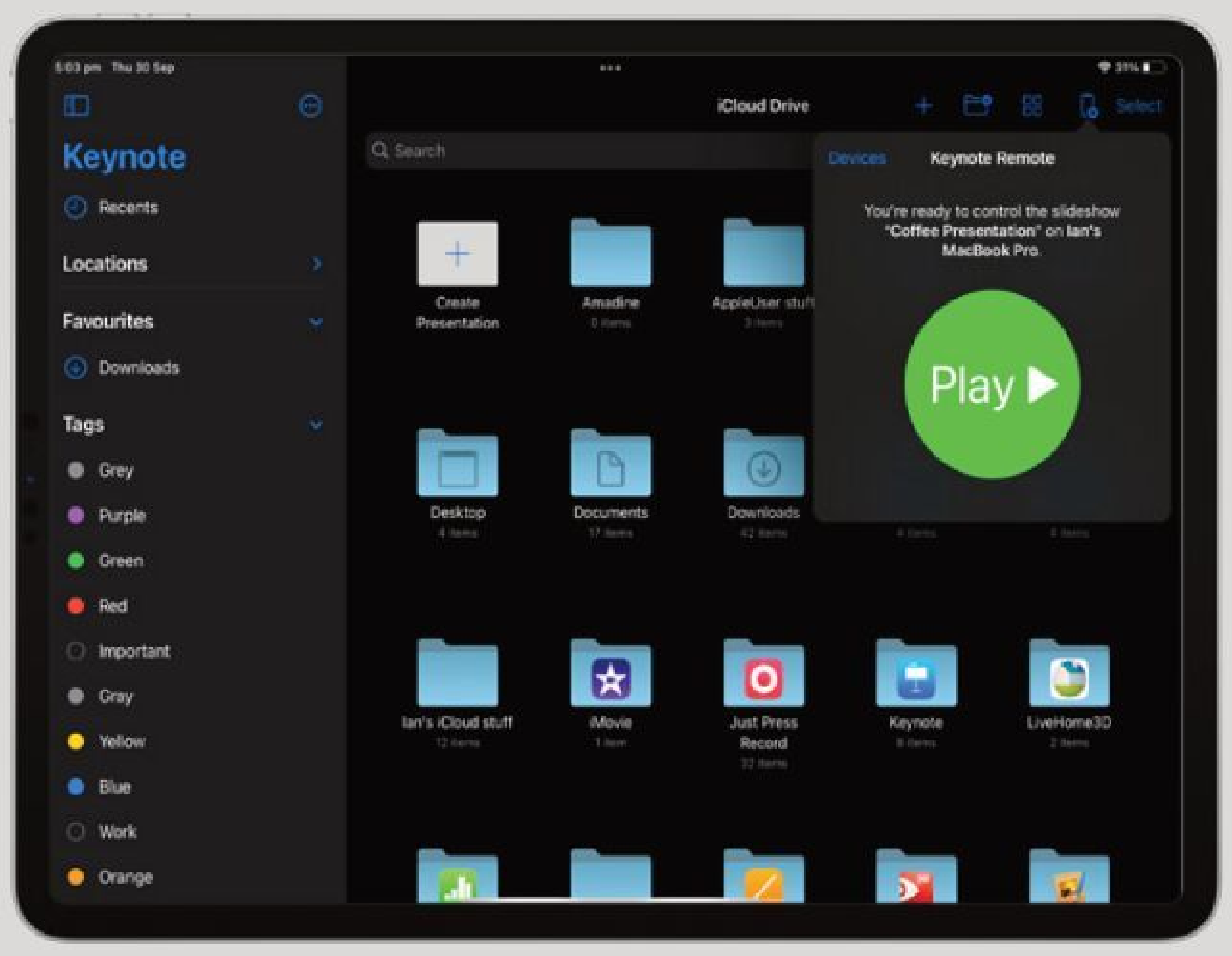

Remotes
General
Slideshow
Rulers
Remotes
Auto-Correction

Remotes

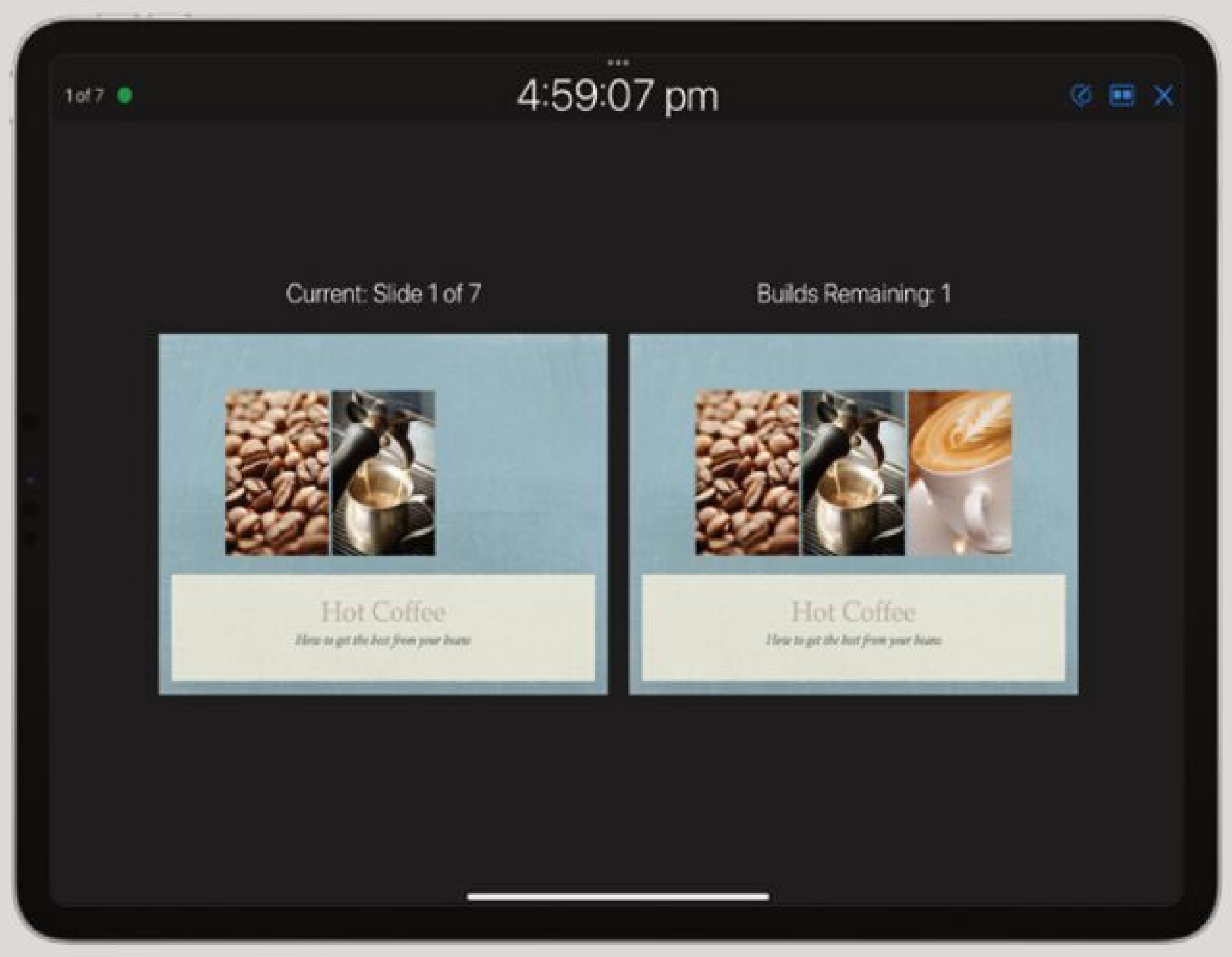
☑ Enable

You can use an iPhone or iPad as a remote control to present slideshows on this Mac.

Make sure your devices are on the same Wi-Fi network, then go to Keynote on your iPhone or iPad and tap the Remote icon.


Keynote
iCloud Drive
Devices
Keynote Remote
Play

You're ready to control the slideshow "Coffee Presentation" on Ian's MacBook Pro.

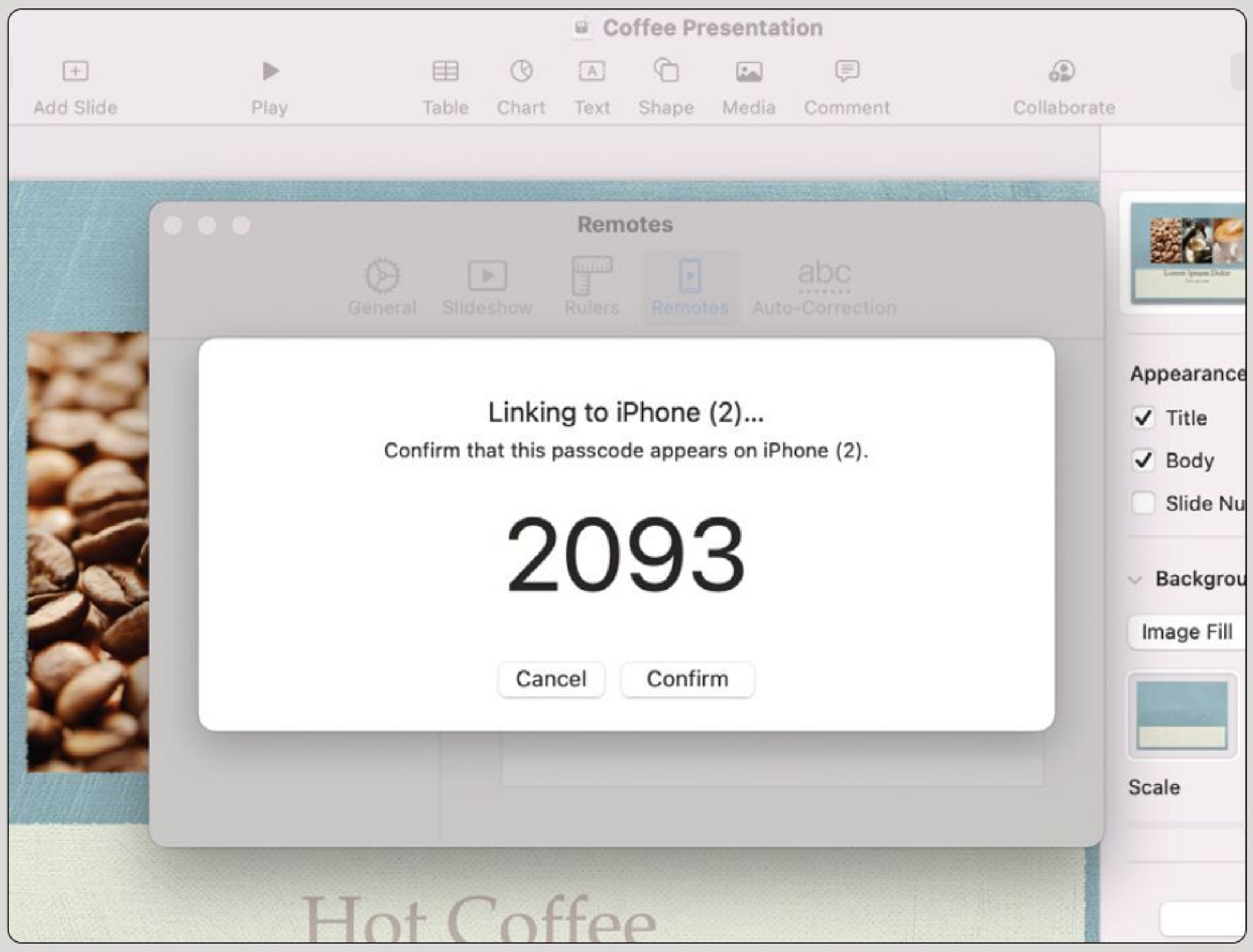

4:59:07 pm
Current: Slide 1 of 7
Builds Remaining: 1
Hot Coffee
Hot Coffee

You can use your mobile device as a remote for a Keynote presentation running on your Mac. First of all, make sure Wi-Fi is turned on for both of them and that they're both on the same network. On your Mac, open Keynote and in the Keynote menu at the top, select Preferences. Click the Remotes tab, and then tick the Enable box.

On your iPhone or iPad, open the Keynote app and tap the Keynote Remote icon (it looks like an iPhone with a Play symbol on it). The name of your mobile device appears on your Mac, in the Remotes preferences window. Click the button marked Link, and you can run a presentation on your Mac while controlling it on an iPhone or iPad.

After confirming the four-digit code that appears on both your Mac and mobile device, you're ready to start. Tapping your mobile device's screen acts like pressing a mouse button or the Space bar; it activates the next animation or slide. Tap the middle icon in the top-right and you can choose to view the current and next slide, if you wish, side by side.

# Using an Apple Watch as a Remote.

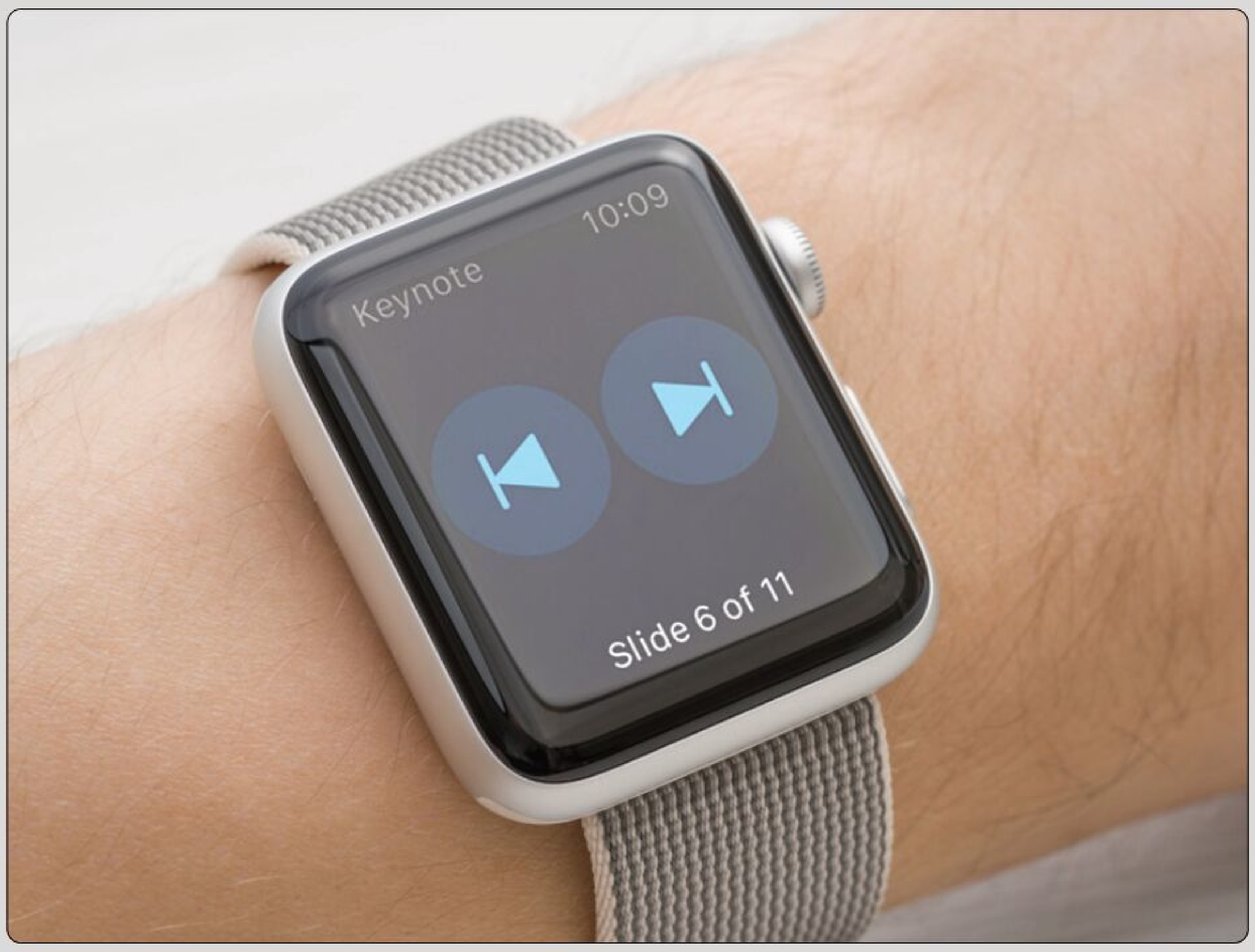

Coffee Presentation
Add Slide
Play
Table
Chart
Text
Shape
Media
Comment
Collaborate
Remotes
General
Slideshow
Rulers
Remotes
Auto-Correction
Appearance
Title
Body
Slide Nu
Backgrou
Image Fill
Scale
Hot Coffee

Linking to iPhone (2)...

Confirm that this passcode appears on iPhone (2).

2093

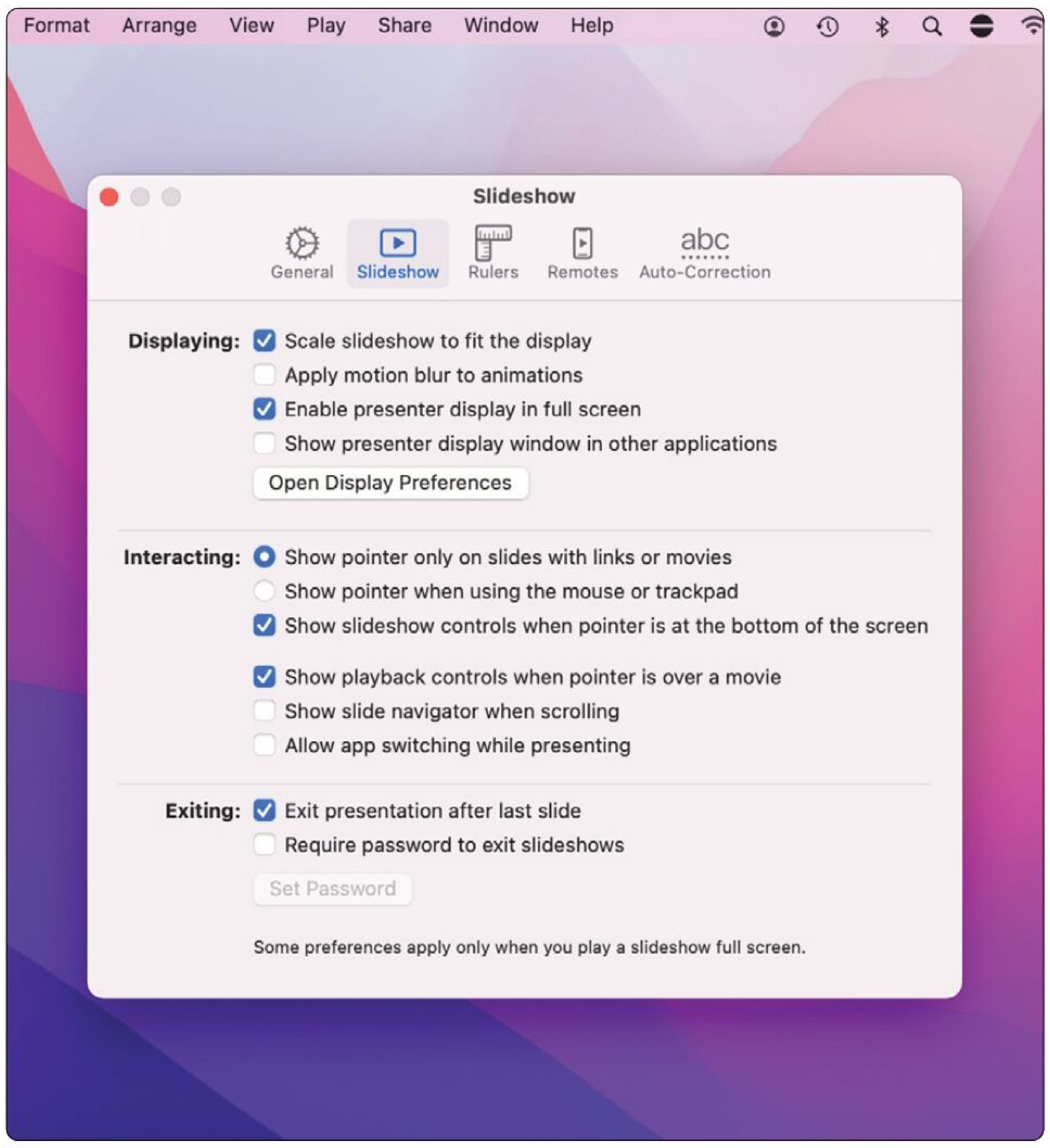
Cancel Confirm


Keynote
10:09
Slide 6 of 11

If you play your Keynote presentation on your iPhone, maybe linked to a bigger screen through the Lightning port or AirPlay, you can use your Apple Watch as a remote. First make sure your iPhone's Keynote app isn't paired with any other presentation devices. Launch Keynote on your iPhone, tap the Keynote Remote icon and follow the on-screen instructions so you can pair it with your Mac's Keynote app.

Open Keynote on your Apple Watch. It tells you it's setting up as a presenter for your iPhone. When instructed to do so (on your watch), open your Keynote presentation on your iPhone. From now on, you can use your watch as a remote presenter for your iPhone's Keynote show. Just tap the screen to bring forth the next slide, in-slide feature or transition. You can switch to using your iPhone as a presenter if you wish too.

# Keynote Preferences


Format
Arrange
View
Play
Share
Window
Help
Slideshow
General
Slideshow
Rulers
Remotes
Auto-Correction
Open Display Preferences
Set Password

**Displaying:**
☑ Scale slideshow to fit the display
☐ Apply motion blur to animations
☑ Enable presenter display in full screen
☐ Show presenter display window in other applications

**Interacting:**
● Show pointer only on slides with links or movies
○ Show pointer when using the mouse or trackpad
☑ Show slideshow controls when pointer is at the bottom of the screen
☑ Show playback controls when pointer is over a movie
☐ Show slide navigator when scrolling
☐ Allow app switching while presenting

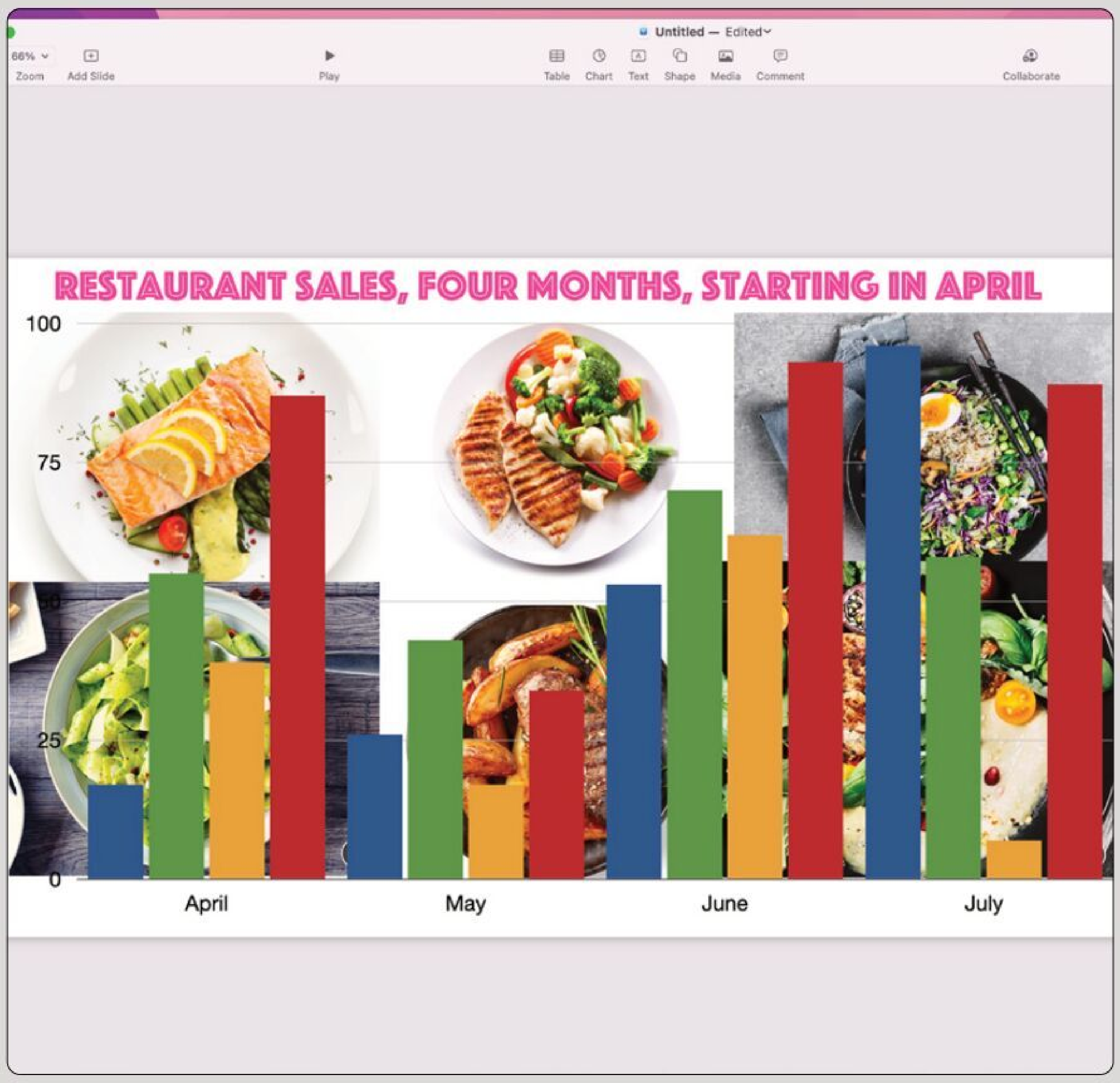
**Exiting:**
☑ Exit presentation after last slide
☐ Require password to exit slideshows

Some preferences apply only when you play a slideshow full screen.

Open the Preferences panel from the Keynote menu in the menu bar. Take a look through them – there's some great customisation options in there. The Slideshow pane, for example, lets you decide whether to scale a presentation to fit the screen, change the way others can interact with your presentations or if you require a password to exit a presentation.

## Go Easy!

Sometimes, less is more, and that's certainly true for Keynote presentations. Just because you *can* use a different animation for every object on the screen, it doesn't mean you *should*. Sticking to two or three animations per presentation can be much more effective than having everything in sight bounce around the screen in a distracting, confusing manner.


Untitled — Edited
Zoom
Add Slide
Play
Table
Chart
Text
Shape
Media
Comment
Collaborate
RESTAURANT SALES, FOUR MONTHS, STARTING IN APRIL
100
75
25
0
April
May
June
July

# Going Further with macOS Monterey

When you're ready to take things further, we've a host of guides for your Mac and the Monterey operating system. The new Focus and Live Text features are covered, and there's a guide to the Shortcuts app, which makes its debut on the Mac with Monterey. Look out too for guides to iCloud and iCloud+, Siri, System Preferences and more.

Learn more >

dit
View
Go
Wind

New Photos Memory
Pet Friends
28m ago

House of Felix
The home hub is not responding.
Yesterday, 7:19 pm

After All
Elton John & Charlie Puth — The Lockdown Sessions
3 days ago

Notification Centre

New Edits
Ian & Alison's Jobs List
4 days ago

Weekly Report Available
You averaged 4 hours, 56 minutes of screen time per day last week.
5 days ago

Things
Cross-Trainer
7 days ago

Newton Abbot
13°
Heavy rain in the next hour

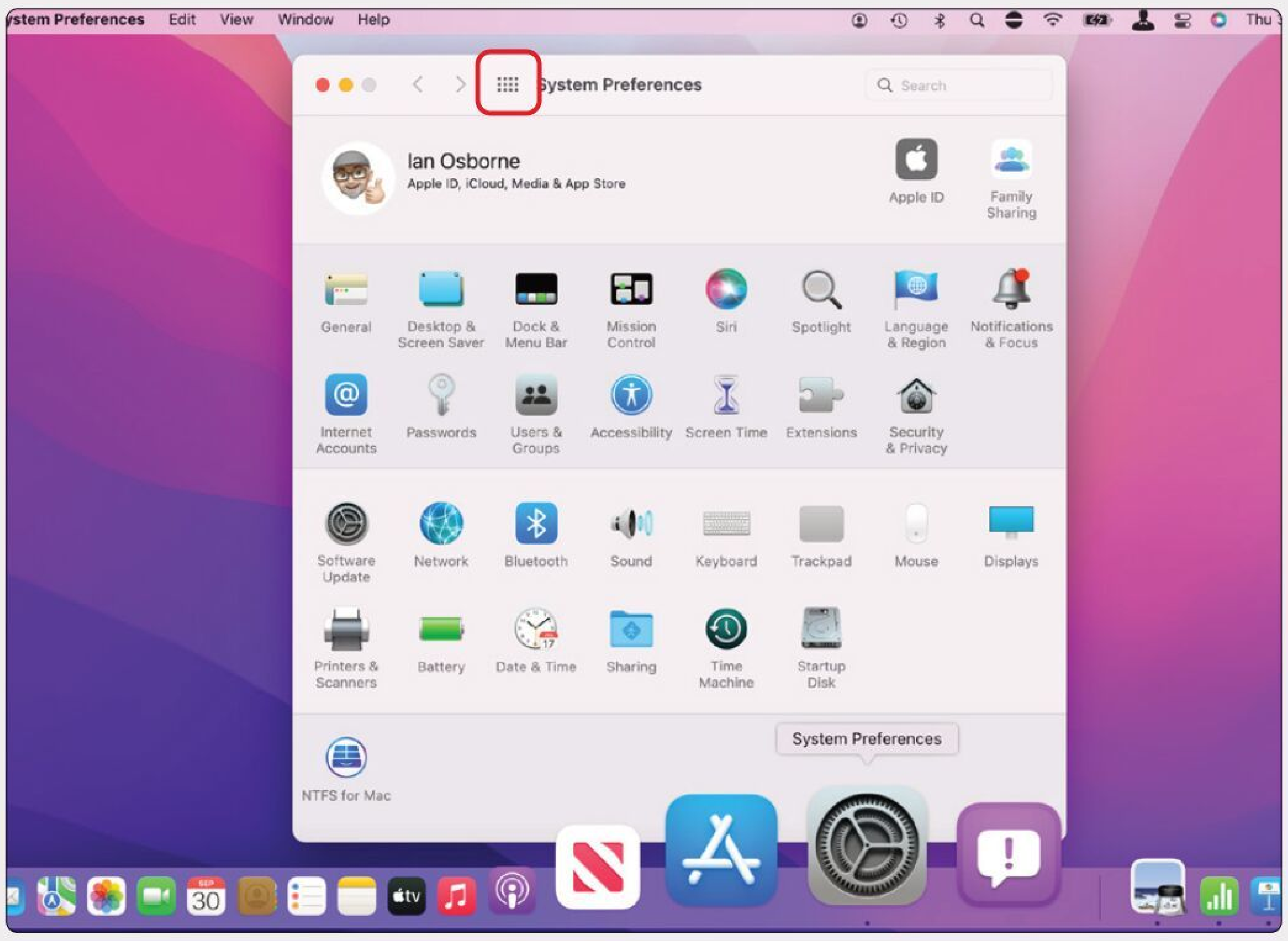
low
Help
Sat 2 Oct 12:29 pm
OCTOBER
M T W T F S S
1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31
MacBook Pro

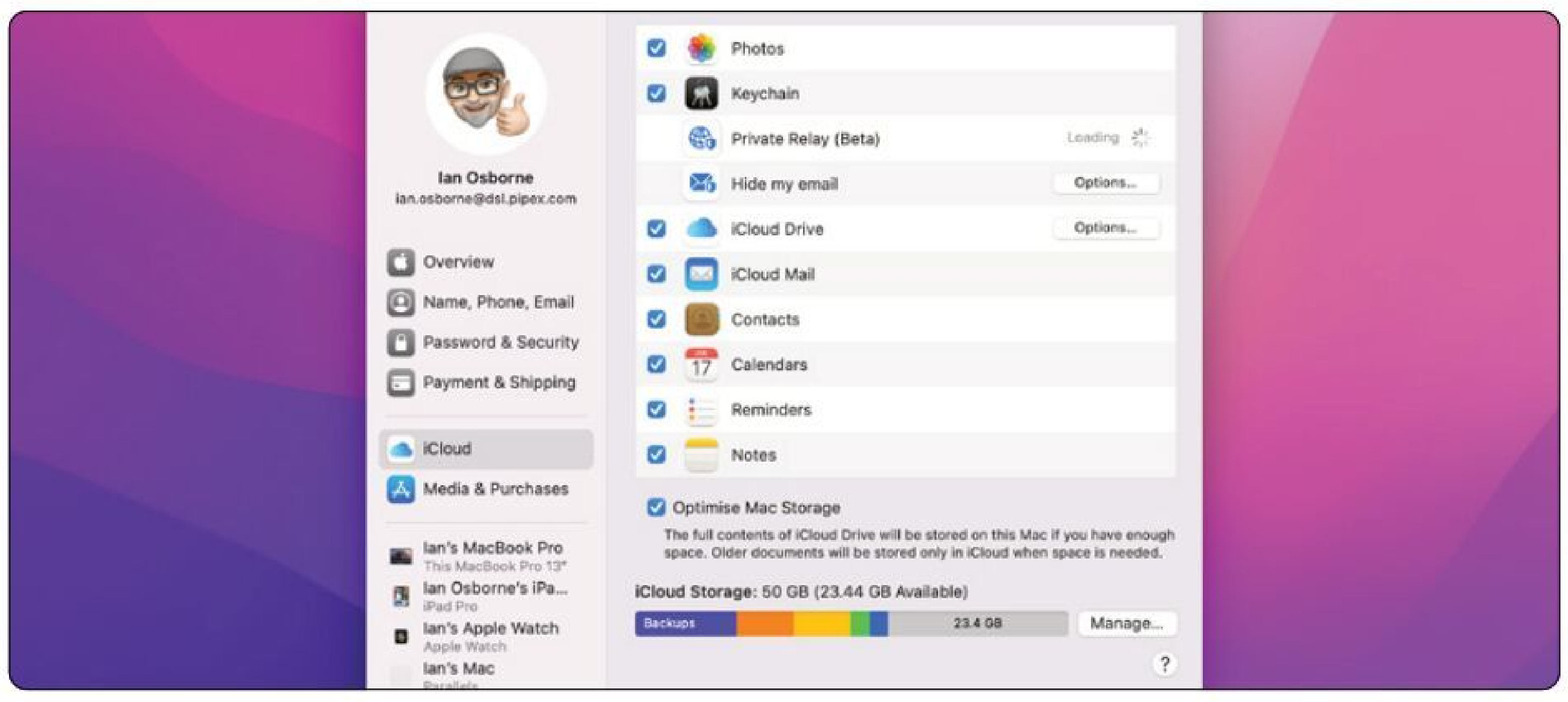
# macOS Monterey's System Preferences

When using a new Mac for the first time, it's easy to begin using it for day-to-day tasks without configuring it properly or exploring the settings. It's well worth spending a few minutes familiarising yourself with the System Preferences controls and the many options contained therein. So let's take a look at what they can do.

## Accessing the System Preferences.

As long as you read up on what you're adjusting before making any changes, delving into System Preferences is not a scary experience, and it can make using your Mac a lot more enjoyable. There are several ways to open the System Preferences pane. You can click on the Apple icon in the top left corner of the screen and select System Preferences, click on the Dock icon showing cogs on a silver square or open it from the Launchpad or Applications folder. Opening System Preferences reveals a window with a grid of icons split into categories, each representing a different area of options you can configure. Wherever you are in System Preferences, the grid of squares in the toolbar takes you back to this, the System Preferences' front page.


ystem Preferences
Edit
View
Window
Help
Thu
System Preferences
Search
Ian Osborne
Apple ID, iCloud, Media & App Store
Apple ID
Family Sharing
General
Desktop & Screen Saver
Dock & Menu Bar
Mission Control
Siri
Spotlight
Language & Region
Notifications & Focus
Internet Accounts
Passwords
Users & Groups
Accessibility
Screen Time
Extensions
Security & Privacy
Software Update
Network
Bluetooth
Sound
Keyboard
Trackpad
Mouse
Displays
Printers & Scanners
Battery
Date & Time
Sharing
Time Machine
Startup Disk
NTFS for Mac
System Preferences
30


Ian Osborne
ian.osborne@dsl.pipex.com
Overview
Name, Phone, Email
Password & Security
Payment & Shipping
iCloud
Media & Purchases
Ian's MacBook Pro
This MacBook Pro 13"
Ian Osborne's iPa...
iPad Pro
Ian's Apple Watch
Apple Watch
Ian's Mac
Loading
Options...
Options...
Manage...
?
Backups
23.4 GB

☑ Photos
☑ Keychain
Private Relay (Beta)
Hide my email
☑ iCloud Drive
☑ iCloud Mail
☑ Contacts
☑ Calendars
☑ Reminders
☑ Notes

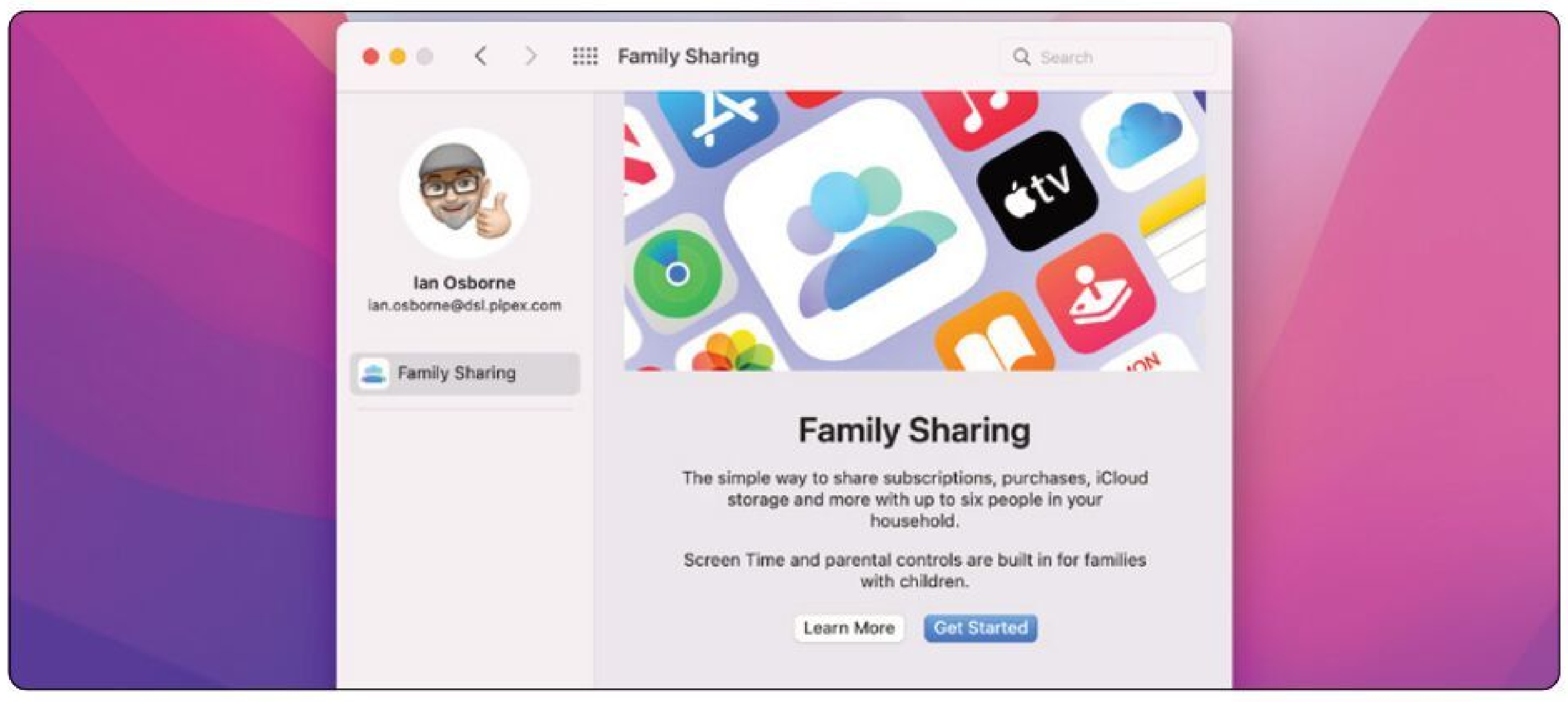
☑ Optimise Mac Storage

The full contents of iCloud Drive will be stored on this Mac if you have enough space. Older documents will be stored only in iCloud when space is needed.

iCloud Storage: 50 GB (23.44 GB Available)

### Apple ID

The Apple ID preference pane takes you to the controls for your Apple ID. You can manage things such as iCloud-syncing apps, iCloud storage, media and purchase options and more. Through the Overview button you can sign out of your Apple ID if you want, and you can change personal details under Name, Phone, Email. Just the thing if you have a new phone number. At the foot of the left-hand column, all your other Apple devices that are signed into the same Apple ID as this one are listed.


Family Sharing
Search
Ian Osborne
ian.osborne@dsl.pipex.com
Family Sharing
tv
Learn More
Get Started

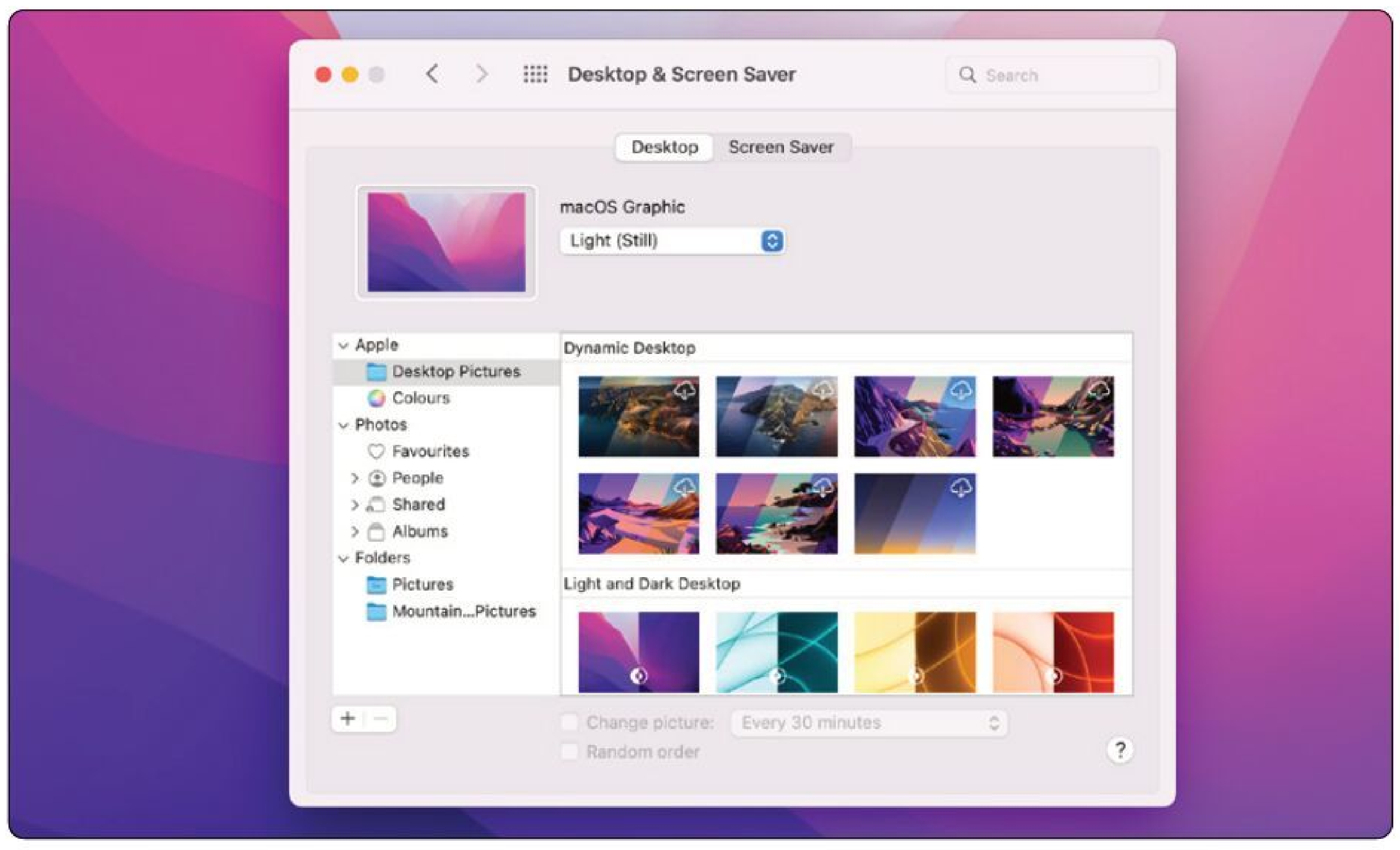
Family Sharing

The simple way to share subscriptions, purchases, iCloud storage and more with up to six people in your household.

Screen Time and parental controls are built in for families with children.

### Family Sharing

If you have set up Family Sharing on your Mac, you can access the feature here. With Family Sharing, you can share media and applications with your family. If, for example, yourself and some of your children all want the same music album, you can buy it once and all three of you can enjoy it; you no longer have to buy it multiple times. The same applies to apps too. Up to six members of your household can link up with Family Sharing, and you can activate safeguards and parental controls too.

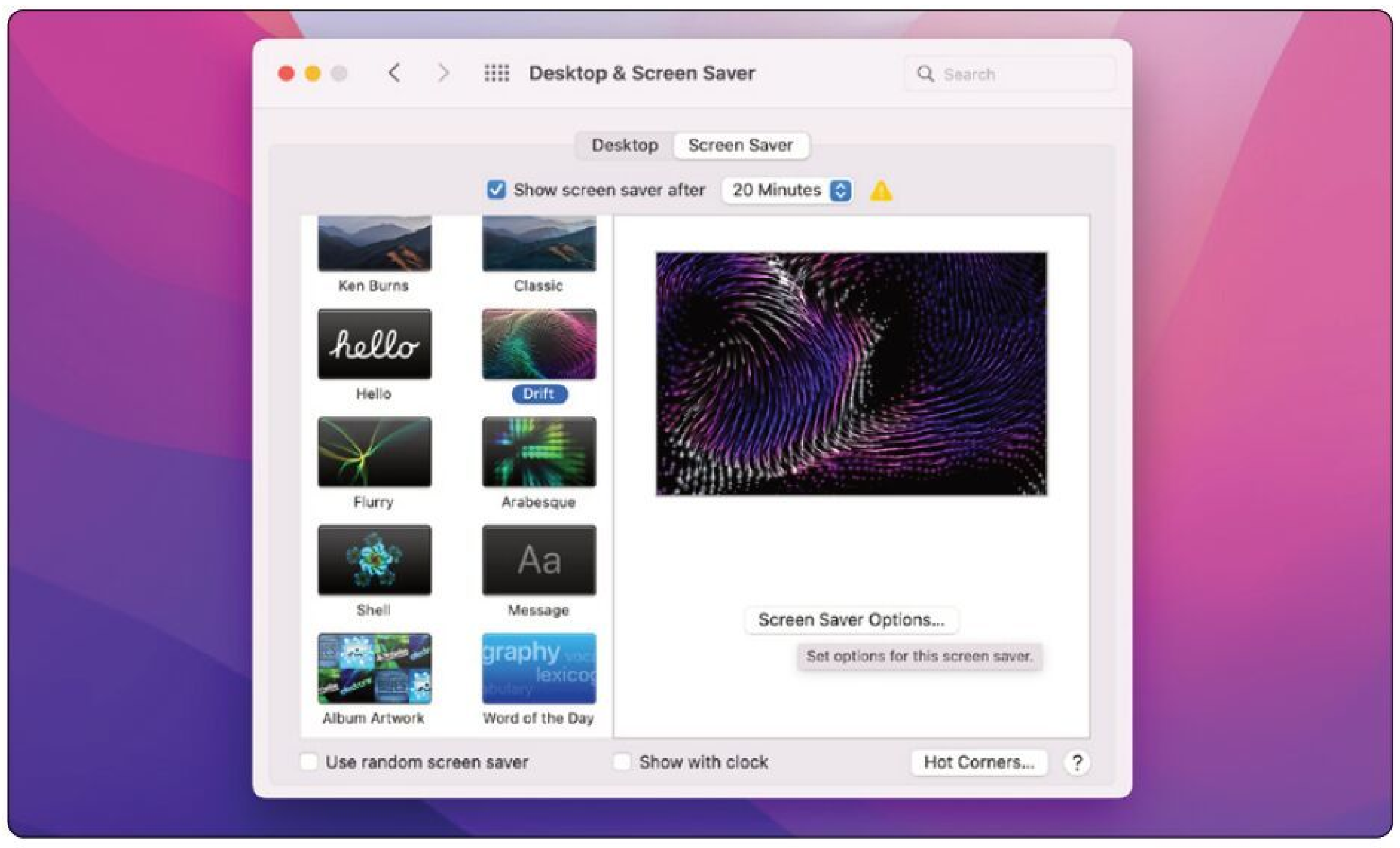

Desktop & Screen Saver
Search
Desktop
Screen Saver
Apple
Desktop Pictures
Colours
Photos
Favourites
People
Shared
Albums
Folders
Pictures
Mountain...Pictures
Dynamic Desktop
Light and Dark Desktop
+
−
?

macOS Graphic
Light (Still)

☐ Change picture: Every 30 minutes
☐ Random order

## Desktop & Screen Saver – Desktop

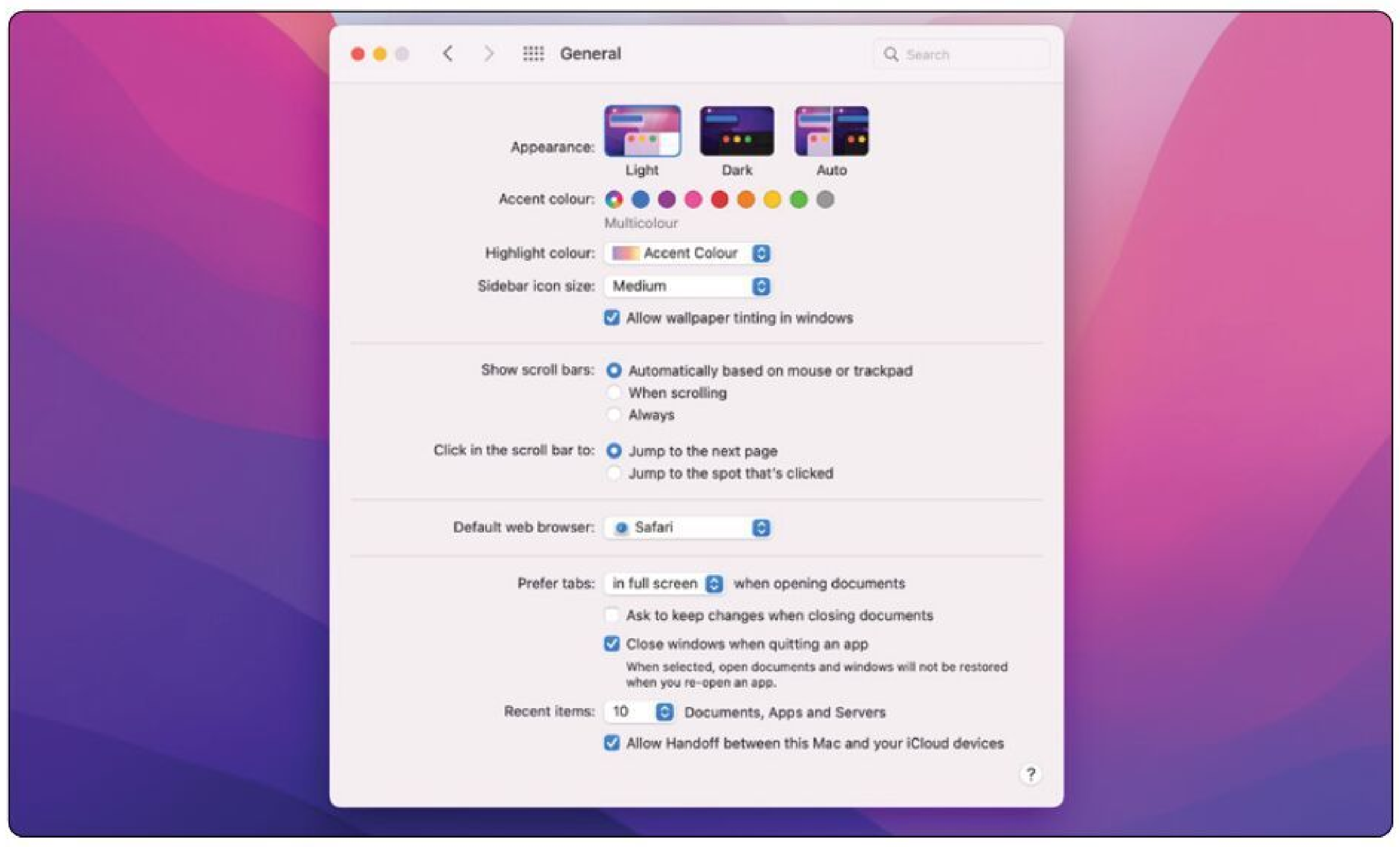
Desktop & Screen Saver is split into two tabs. The Wallpaper tab lets you set your wallpaper, or a folder with multiple wallpapers on your Mac. The + and - icons at the bottom of the left column add or remove folders of pictures to use as desktops. This is handy when used with the Change Picture feature.


Desktop & Screen Saver
Search
Desktop
Screen Saver
Ken Burns
Classic
Hello
Drift
Flurry
Arabesque
Shell
Message
Album Artwork
Word of the Day
Screen Saver Options...
Set options for this screen saver.
Hot Corners...
?

☑ Show screen saver after 20 Minutes
☐ Use random screen saver
☐ Show with clock

## Desktop & Screen Saver – Screen Saver

The Screen Saver tab lets you select the source of photos to be displayed in your screen saver, the style in which they are displayed, and the duration your Mac should be idle before the screen saver starts. If you don't want photographs, scroll down the left column to select a more traditional screen saver.


General
Search
Light
Dark
Auto
Multicolour
?

Appearance: Light
Accent colour: Multicolour
Highlight colour: Accent Colour
Sidebar icon size: Medium
☑ Allow wallpaper tinting in windows

Show scroll bars: ● Automatically based on mouse or trackpad
○ When scrolling
○ Always

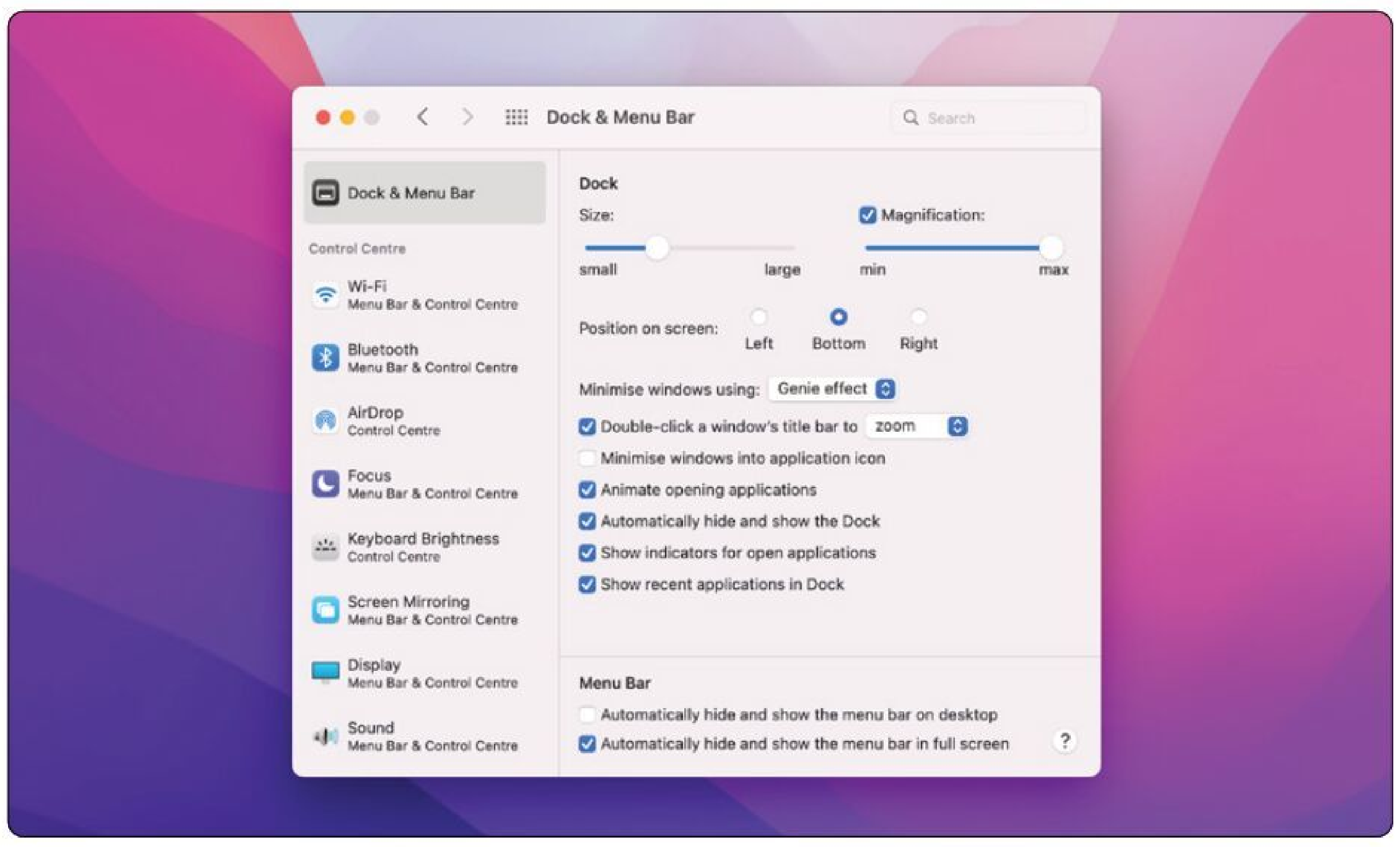
Click in the scroll bar to: ● Jump to the next page
○ Jump to the spot that's clicked

Default web browser: Safari

Prefer tabs: in full screen when opening documents
☐ Ask to keep changes when closing documents
☑ Close windows when quitting an app
When selected, open documents and windows will not be restored when you re-open an app.
Recent items: 10 Documents, Apps and Servers
☑ Allow Handoff between this Mac and your iCloud devices

## General

The General options customise several things, such as the colour of buttons and icons, the colour of highlighted items in Finder and how scrollbars appear. It also lets you control whether applications should open the windows or documents you last viewed when you relaunch an app. Each option is clearly explained. By default, menus and highlights are blue.

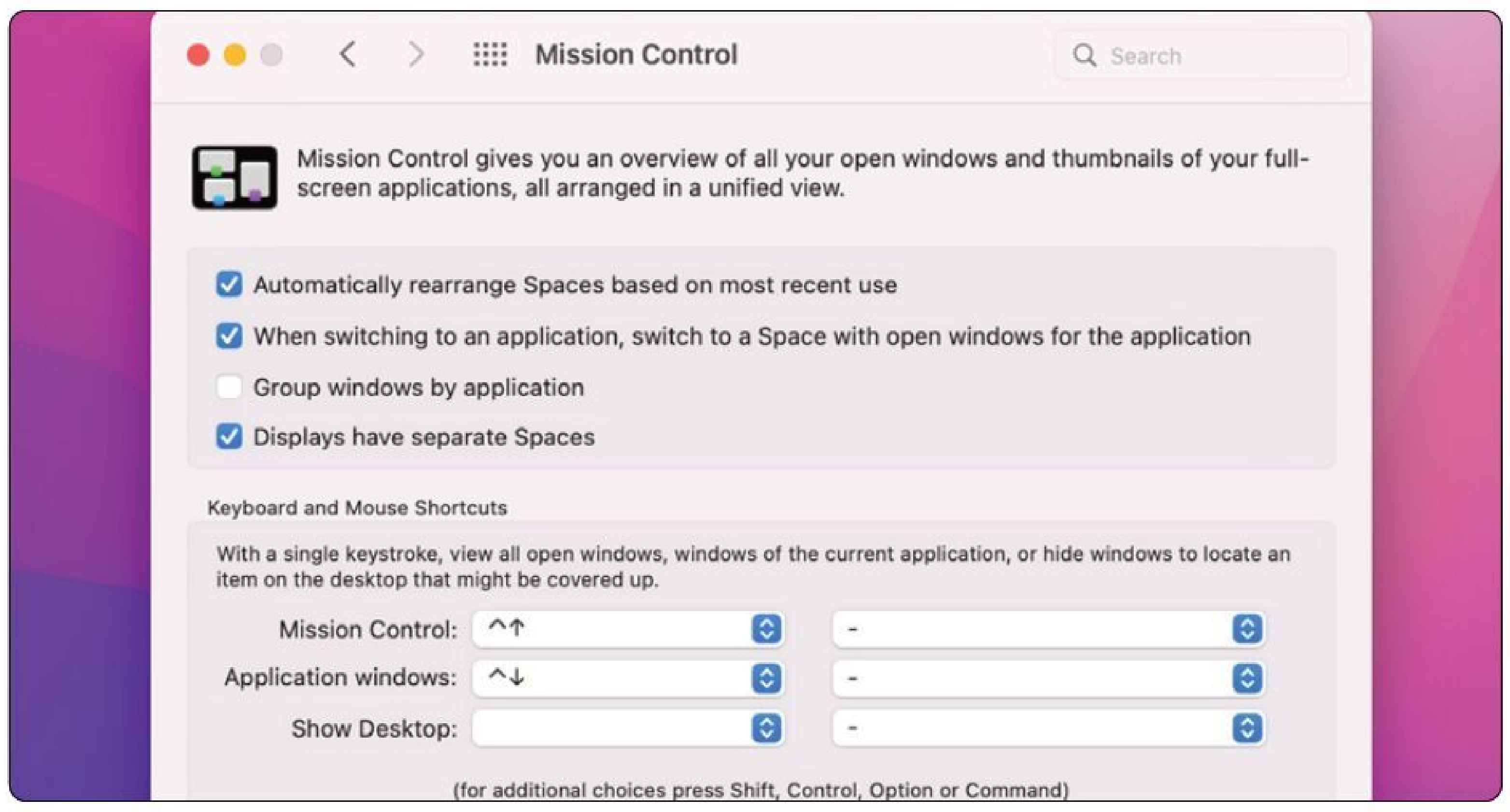

Dock & Menu Bar
Search
Dock & Menu Bar
Control Centre
Wi-Fi
Menu Bar & Control Centre
Bluetooth
Menu Bar & Control Centre
AirDrop
Control Centre
Focus
Menu Bar & Control Centre
Keyboard Brightness
Control Centre
Screen Mirroring
Menu Bar & Control Centre
Display
Menu Bar & Control Centre
Sound
Menu Bar & Control Centre
small
large
min
max
?

Dock
Size:
☑ Magnification:
Position on screen: ○ Left ● Bottom ○ Right
Minimise windows using: Genie effect
☑ Double-click a window's title bar to zoom
☐ Minimise windows into application icon
☑ Animate opening applications
☑ Automatically hide and show the Dock
☑ Show indicators for open applications
☑ Show recent applications in Dock

Menu Bar
☐ Automatically hide and show the menu bar on desktop
☑ Automatically hide and show the menu bar in full screen

## Dock & Menu Bar

The Dock & Menu Bar preferences actually govern three things; the Dock at the foot of your screen, the menu bar at the top of it and the Control Centre, accessed using the two-switches icon in the top-right of the menu bar. You can change the way the Dock behaves, decide whether you want to hide the menu bar and customise your Control Centre.


Mission Control
Search

Mission Control gives you an overview of all your open windows and thumbnails of your full-screen applications, all arranged in a unified view.

☑ Automatically rearrange Spaces based on most recent use
☑ When switching to an application, switch to a Space with open windows for the application
☐ Group windows by application
☑ Displays have separate Spaces

Keyboard and Mouse Shortcuts

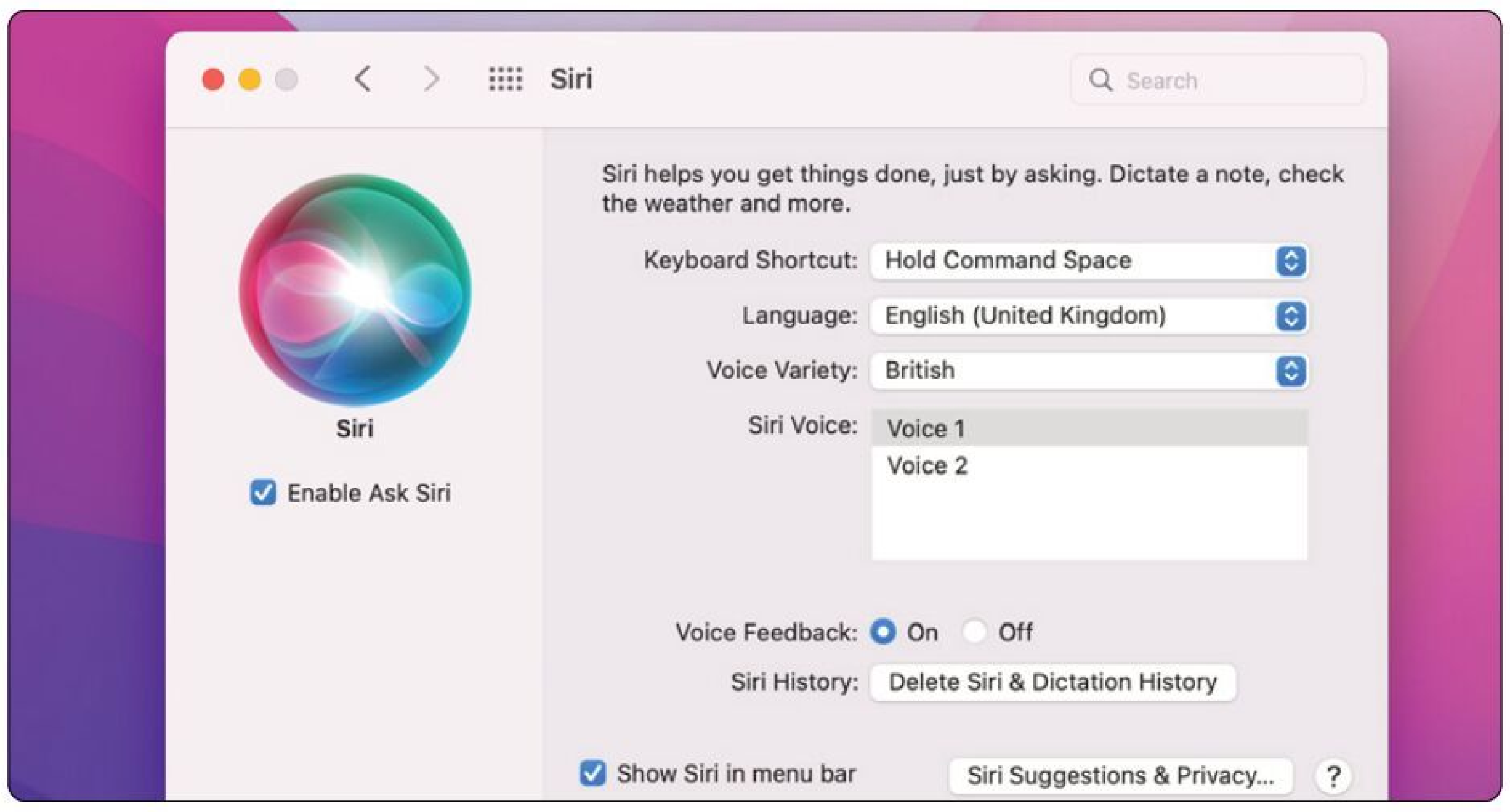
With a single keystroke, view all open windows, windows of the current application, or hide windows to locate an item on the desktop that might be covered up.

Mission Control: ^↑ -
Application windows: ^↓ -
Show Desktop: -

(for additional choices press Shift, Control, Option or Command)

## Mission Control

The Mission Control options lets you control how applications are grouped and arranged in the Mission Control screen, which is accessed from the Applications folder, LaunchPad, or by pressing the F3 key. Mission Control is useful for quickly switching between applications or open windows, and seeing what is currently running on your Mac.


Siri
Search
Siri
Delete Siri & Dictation History
Siri Suggestions & Privacy...
?

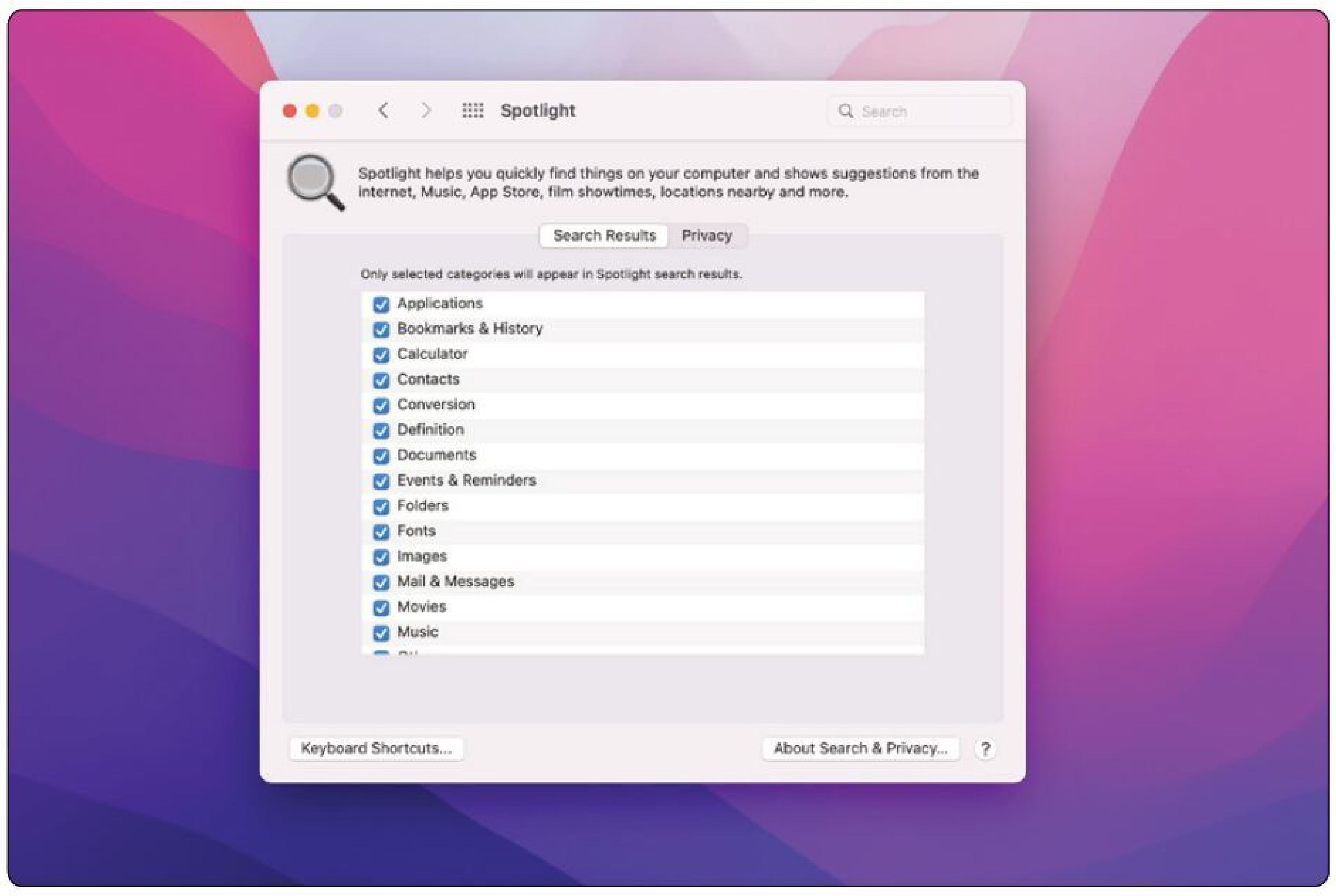
☑ Enable Ask Siri

Siri helps you get things done, just by asking. Dictate a note, check the weather and more.

Keyboard Shortcut: Hold Command Space
Language: English (United Kingdom)
Voice Variety: British
Siri Voice: Voice 1
Voice 2
Voice Feedback: ● On ○ Off
Siri History: Delete Siri & Dictation History
☑ Show Siri in menu bar

## Siri

This is where you configure the Mac's Siri feature. You can switch it on or off with the checkbox in the left column and change the language, accent, input source, keyboard shortcut and more in the right. If you don't want to show Siri in the top bar, uncheck the box at the bottom of the pane. For privacy, you can also delete your Siri and Dictation History here.



Spotlight

Spotlight helps you quickly find things on your computer and shows suggestions from the internet, Music, App Store, film showtimes, locations nearby and more.

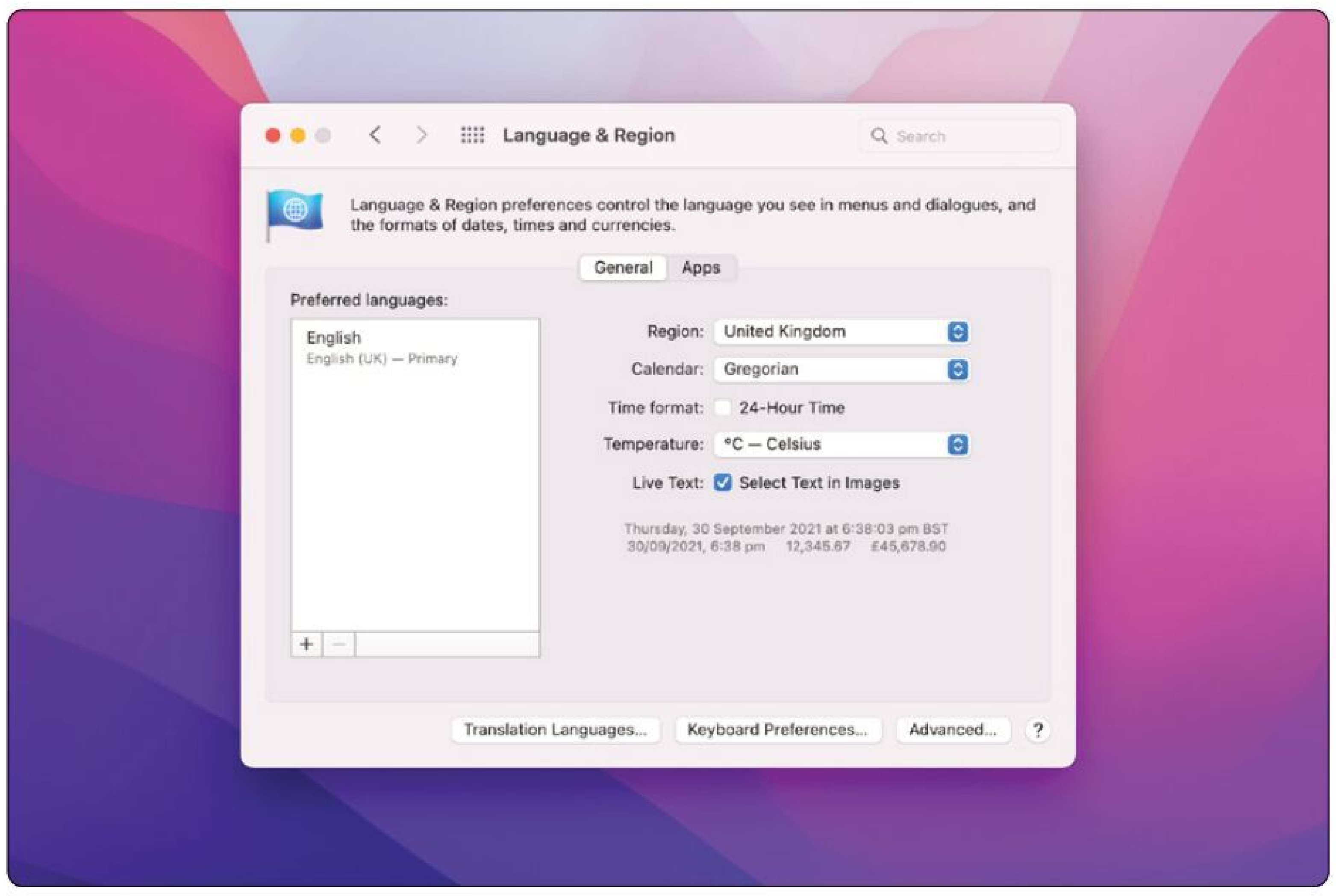
Search Results | Privacy

Only selected categories will appear in Spotlight search results.

- ☑ Applications
- ☑ Bookmarks & History
- ☑ Calculator
- ☑ Contacts
- ☑ Conversion
- ☑ Definition
- ☑ Documents
- ☑ Events & Reminders
- ☑ Folders
- ☑ Fonts
- ☑ Images
- ☑ Mail & Messages
- ☑ Movies
- ☑ Music

## Spotlight

Spotlight, the magnifying glass at the top right of the preferences window, lets you control which items are indexed and searchable through Spotlight. You can select or deselect file types, or head in to the Privacy section to ensure no files in a specific location are returned in Spotlight results.



Language & Region

Language & Region preferences control the language you see in menus and dialogues, and the formats of dates, times and currencies.

General | Apps

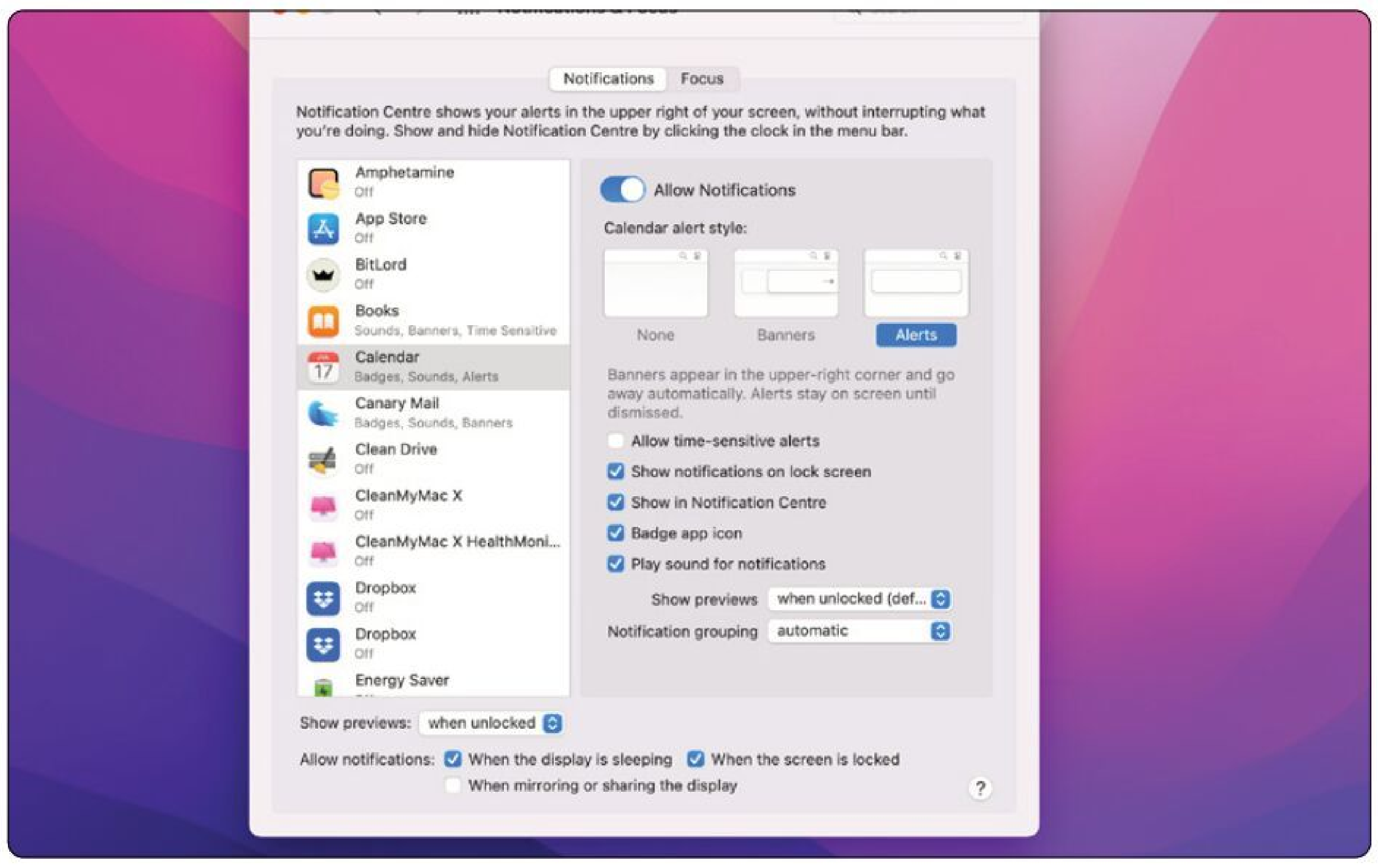
Preferred languages:
English
English (UK) — Primary

Region: United Kingdom
Calendar: Gregorian
Time format: ☐ 24-Hour Time
Temperature: °C — Celsius
Live Text: ☑ Select Text in Images

Thursday, 30 September 2021 at 6:38:03 pm BST
30/09/2021, 6:38 pm 12,345.67 £45,678.90

## Language & Region

To change your Mac's language, first add a new one to the list of Preferred Languages; click the '+' icon and select the one you want. Now drag the language you wish to use to the top of the Preferred Languages list and restart. You can also change the Mac's region, the calendar used and more.



Notifications | Focus

Notification Centre shows your alerts in the upper right of your screen, without interrupting what you're doing. Show and hide Notification Centre by clicking the clock in the menu bar.

Amphetamine
Off
App Store
Off
BitLord
Off
Books
Sounds, Banners, Time Sensitive
Calendar
Badges, Sounds, Alerts
Canary Mail
Badges, Sounds, Banners
Clean Drive
Off
CleanMyMac X
Off
CleanMyMac X HealthMoni...
Off
Dropbox
Off
Dropbox
Off
Energy Saver

Allow Notifications

Calendar alert style: None | Banners | Alerts

Banners appear in the upper-right corner and go away automatically. Alerts stay on screen until dismissed.

- ☐ Allow time-sensitive alerts
- ☑ Show notifications on lock screen
- ☑ Show in Notification Centre
- ☑ Badge app icon
- ☑ Play sound for notifications

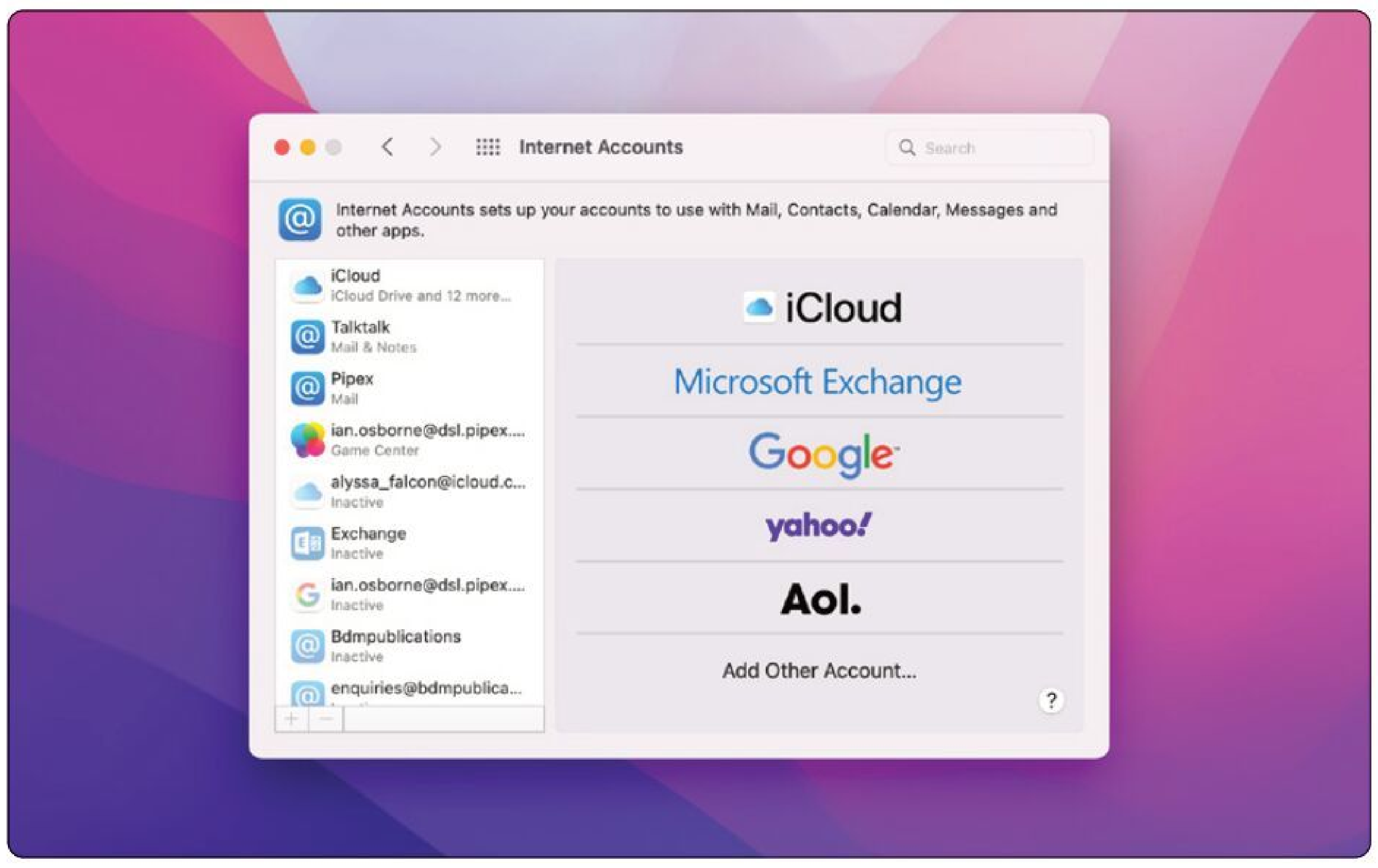
Show previews: when unlocked (def...
Notification grouping: automatic

Show previews: when unlocked

Allow notifications: ☑ When the display is sleeping ☑ When the screen is locked
☐ When mirroring or sharing the display

## Notifications & Focus

This preference pane is divided into two sections. Click the Notifications tab and you can choose which apps are allowed to send you notifications, how each app's notifications are to arrive on the screen and more. Click on the Focus tab and you can set up and edit Focuses, for when you want fewer distractions.



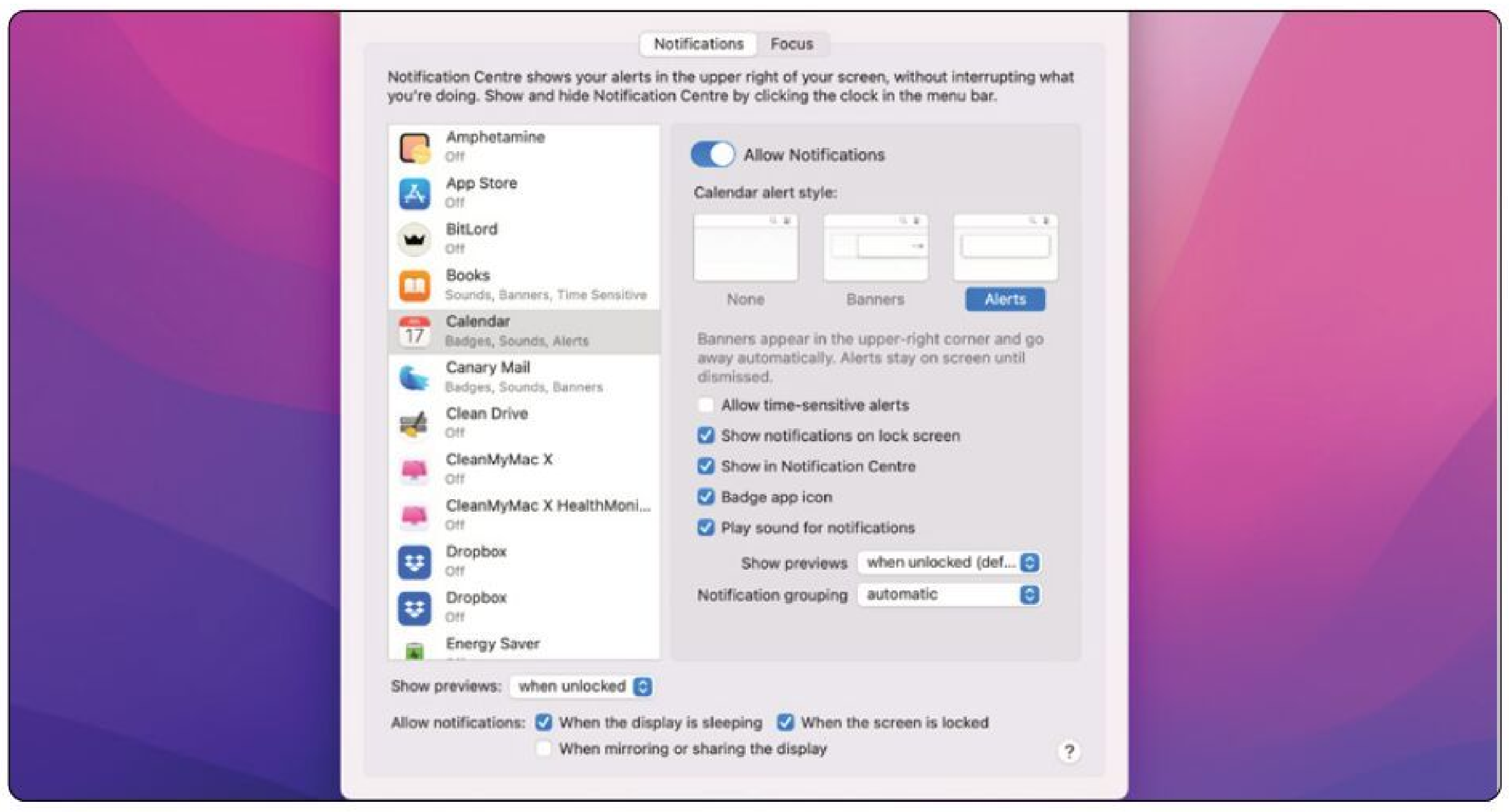
Internet Accounts

Internet Accounts sets up your accounts to use with Mail, Contacts, Calendar, Messages and other apps.

iCloud
iCloud Drive and 12 more...
Talktalk
Mail & Notes
Pipex
Mail
ian.osborne@dsl.pipex....
Game Center
alyssa_falcon@icloud.c...
Inactive
Exchange
Inactive
ian.osborne@dsl.pipex....
Inactive
Bdmpublications
Inactive
enquiries@bdmpublica...

## Internet Accounts

Internet Accounts is a hub for all of the accounts your Mac has set up on it. These accounts are used for sending e-mails, as well as syncing Calendar events, Contacts details and more. The + and - icons can be used to add and remove accounts, and clicking an account allows you to further modify its settings.



Notifications | Focus

Notification Centre shows your alerts in the upper right of your screen, without interrupting what you're doing. Show and hide Notification Centre by clicking the clock in the menu bar.

Amphetamine
Off
App Store
Off
BitLord
Off
Books
Sounds, Banners, Time Sensitive
Calendar
Badges, Sounds, Alerts
Canary Mail
Badges, Sounds, Banners
Clean Drive
Off
CleanMyMac X
Off
CleanMyMac X HealthMoni...
Off
Dropbox
Off
Dropbox
Off
Energy Saver

Allow Notifications

Calendar alert style: None | Banners | Alerts

Banners appear in the upper-right corner and go away automatically. Alerts stay on screen until dismissed.

- ☐ Allow time-sensitive alerts
- ☑ Show notifications on lock screen
- ☑ Show in Notification Centre
- ☑ Badge app icon
- ☑ Play sound for notifications

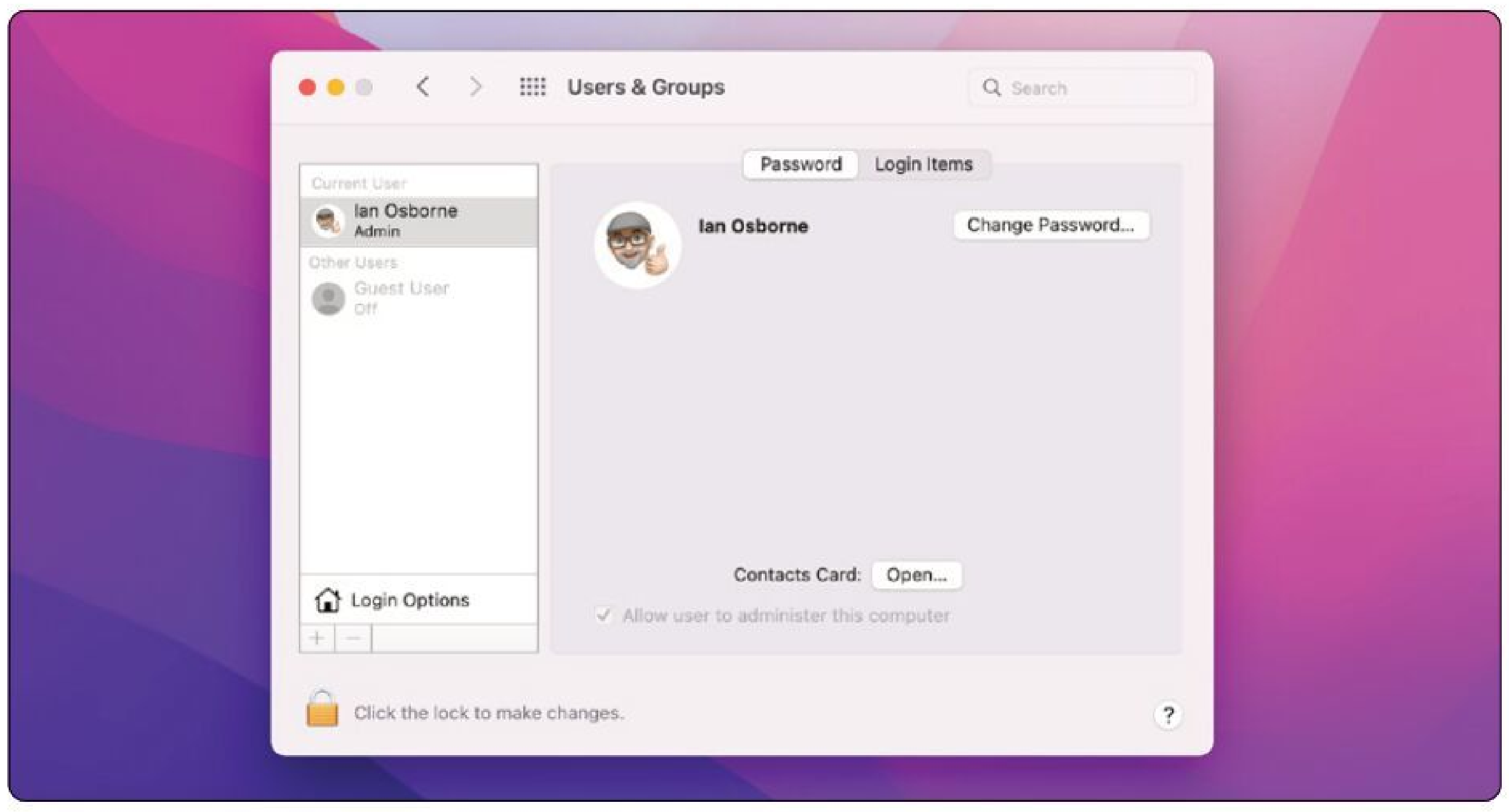
Show previews: when unlocked (def...
Notification grouping: automatic

Show previews: when unlocked

Allow notifications: ☑ When the display is sleeping ☑ When the screen is locked
☐ When mirroring or sharing the display

## Passwords

Click Passwords and enter your administrator's password (the one you use when you log on), and you can access all the passwords you've used on your Mac. You're also told if your password has turned up on a known data leak so you can change it. Hover over a password to see it, and click it to copy.



Users & Groups

Password | Login Items

Current User
Ian Osborne
Admin
Other Users
Guest User
Off

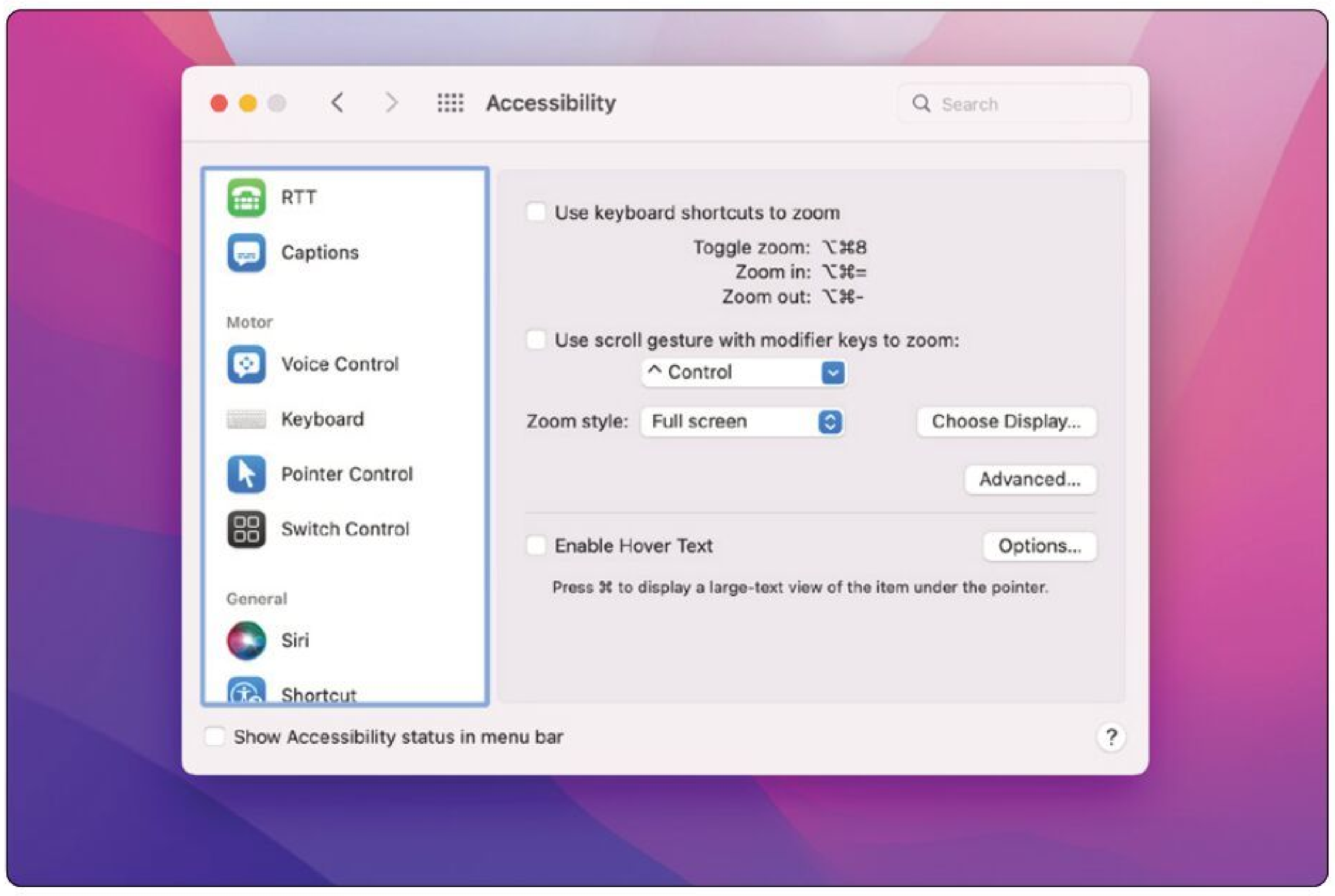
Ian Osborne

Contacts Card: Open...
✓ Allow user to administer this computer

Click the lock to make changes.

## Users & Groups

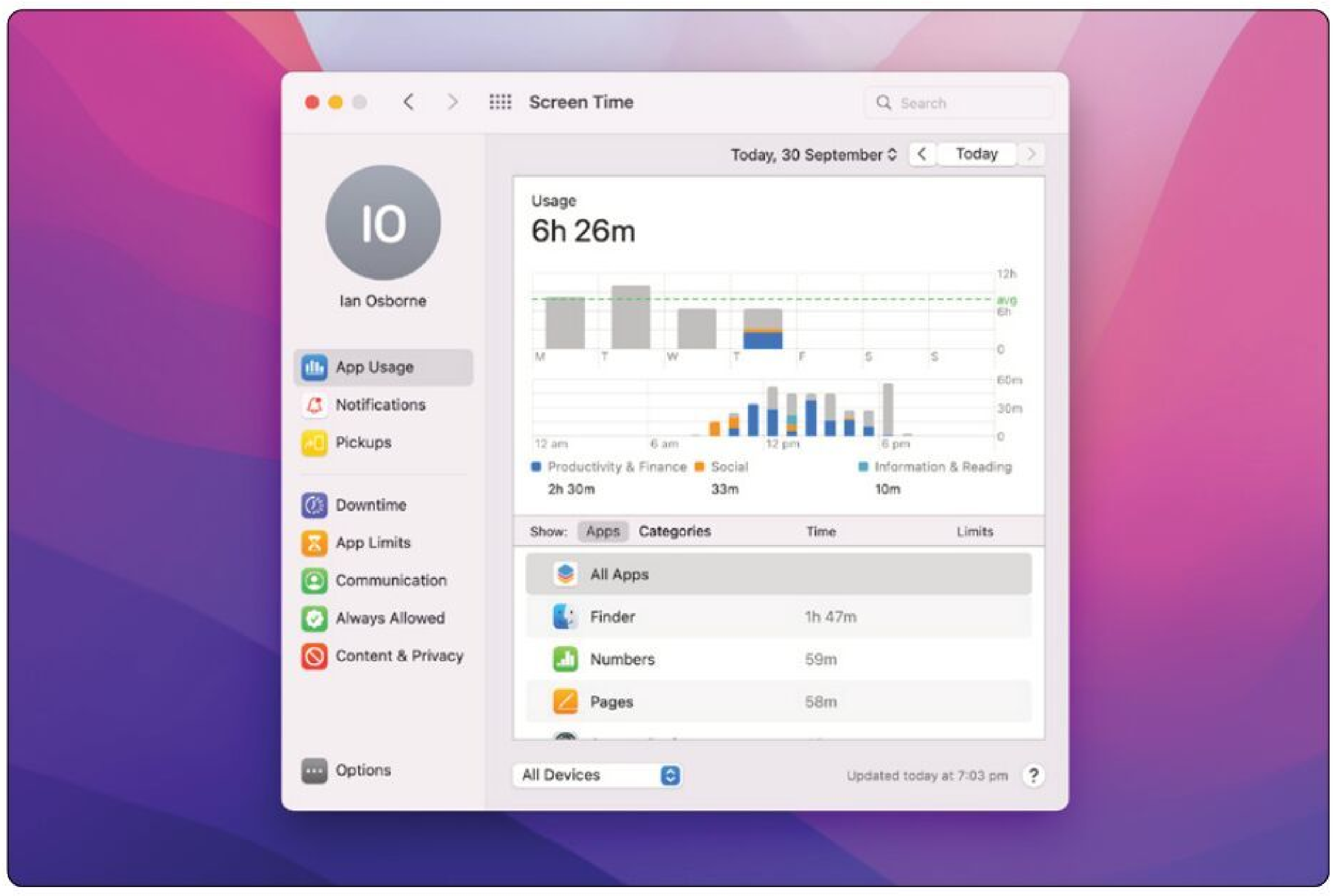
Here you can add new user accounts to your Mac, change the password, configure which apps run when you log in, and set up the Guest User account. The Guest User account is useful if you want to let people use your Mac for a short amount of time without being able to access your files or saved passwords.


Accessibility
Search
RTT
Captions
Motor
Voice Control
Keyboard
Pointer Control
Switch Control
General
Siri
Shortcut
Choose Display...
Advanced...
Options...

☐ Use keyboard shortcuts to zoom
Toggle zoom: ⌥⌘8
Zoom in: ⌥⌘=
Zoom out: ⌥⌘-
☐ Use scroll gesture with modifier keys to zoom: ^ Control
Zoom style: Full screen
☐ Enable Hover Text
Press ⌘ to display a large-text view of the item under the pointer.
☐ Show Accessibility status in menu bar

## Accessibility

Accessibility helps you use your Mac if you have a disability such as poor hearing or visual impairments, with features such as VoiceOver, Spoken Content, Pointer Control, Captions and more. Accessibility controls are divided into Vision, Hearing, Motor and General; explore the ones you need.


Screen Time
Search
IO
App Usage
Notifications
Pickups
Downtime
App Limits
Communication
Always Allowed
Content & Privacy
Options
Today
Show: Apps Categories

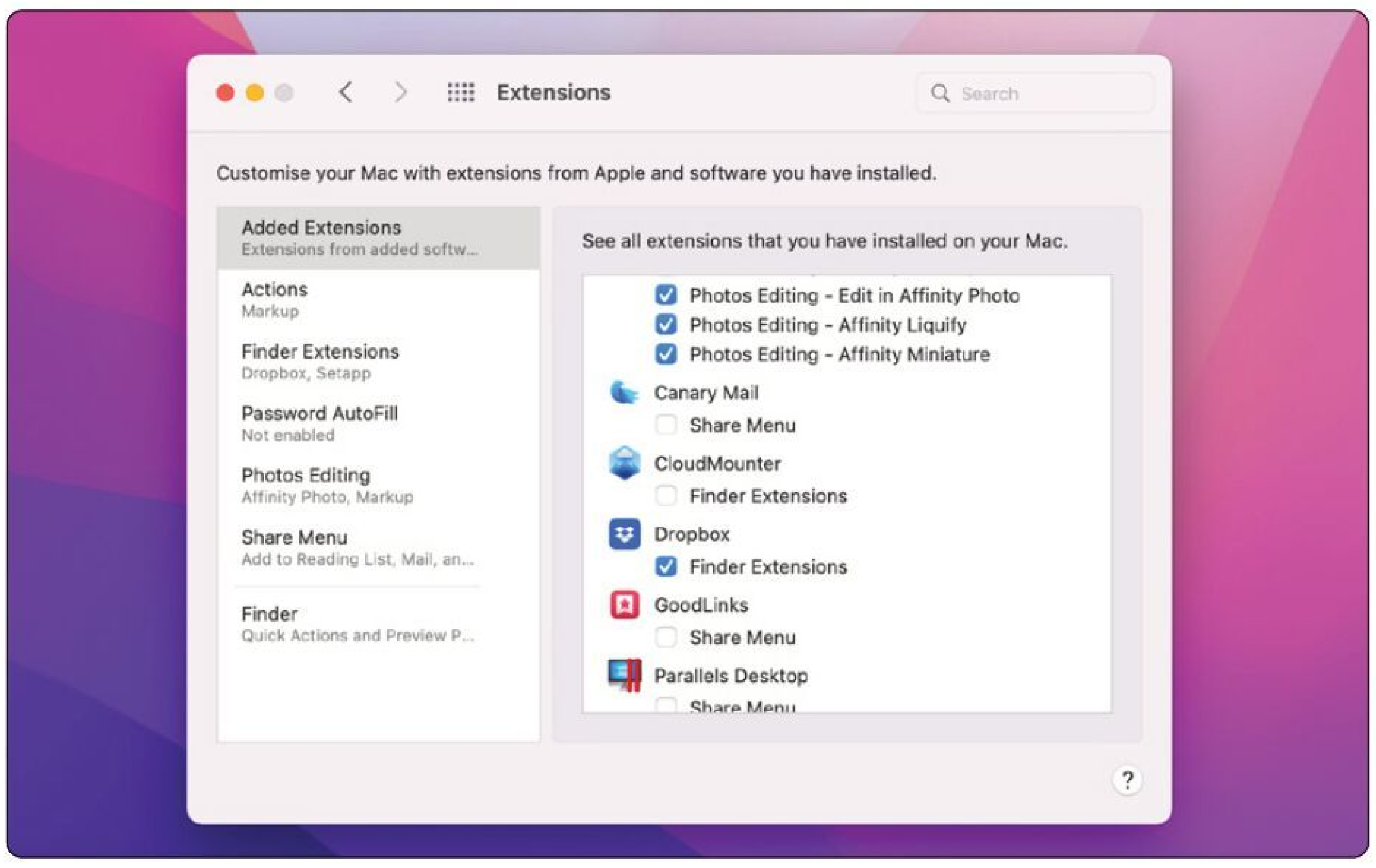
Ian Osborne
Today, 30 September
Usage
6h 26m
Productivity & Finance 2h 30m
Social 33m
Information & Reading 10m

| | Time | Limits |
|---|---|---|
| All Apps | | |
| Finder | 1h 47m | |
| Numbers | 59m | |
| Pages | 58m | |

All Devices
Updated today at 7:03 pm

## Screen Time

Screen Time shows you how you've used your Mac recently, how much time you've spent on it in total and on individual apps, and more. You can see what apps have sent you notifications and how many too. If you feel you're spending too much time on your Mac – or at least on certain apps – set up downtime.


Extensions
Search

Customise your Mac with extensions from Apple and software you have installed.

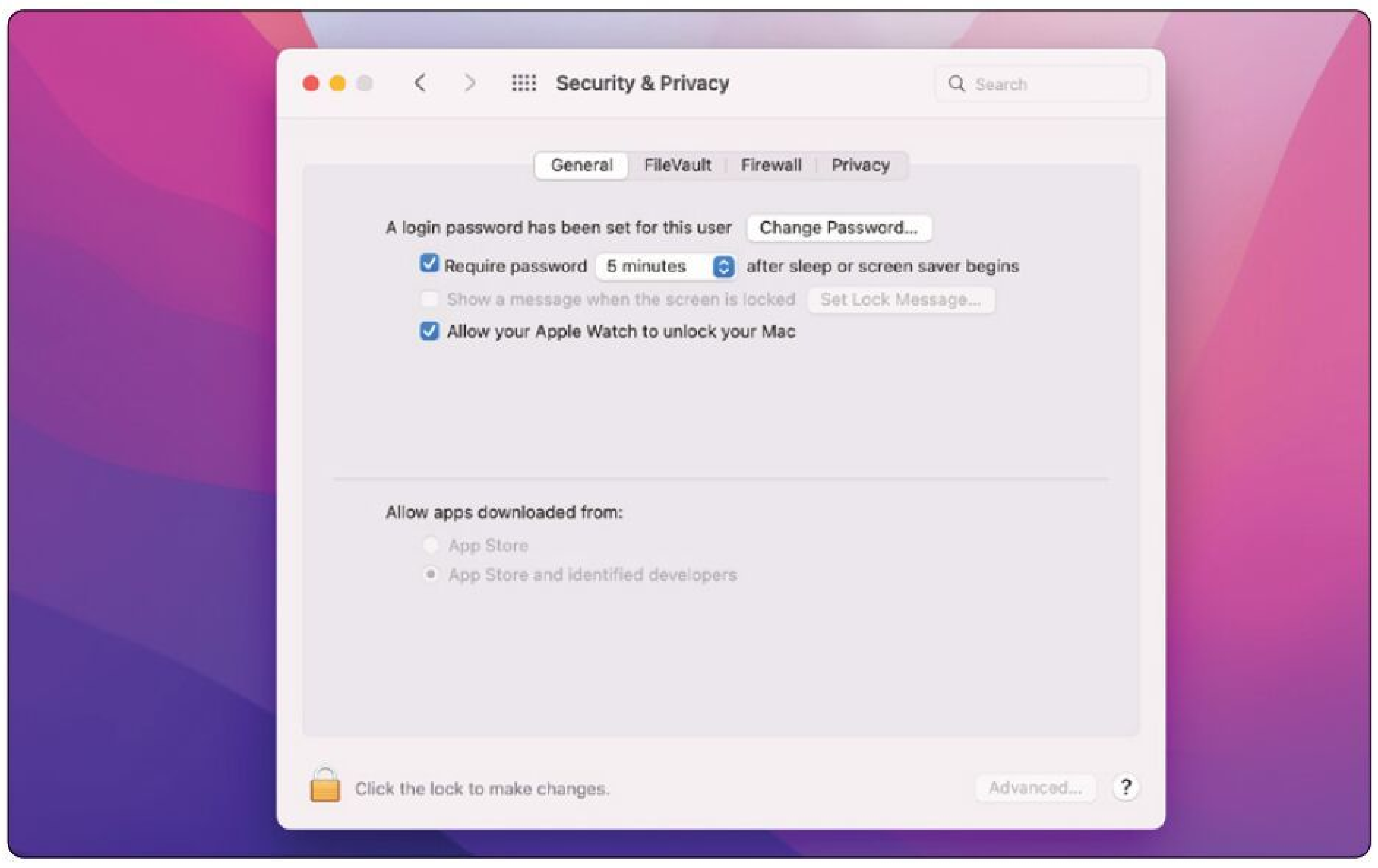
Added Extensions
Extensions from added softw...
Actions
Markup
Finder Extensions
Dropbox, Setapp
Password AutoFill
Not enabled
Photos Editing
Affinity Photo, Markup
Share Menu
Add to Reading List, Mail, an...
Finder
Quick Actions and Preview P...

See all extensions that you have installed on your Mac.

☑ Photos Editing - Edit in Affinity Photo
☑ Photos Editing - Affinity Liquify
☑ Photos Editing - Affinity Miniature
Canary Mail
☐ Share Menu
CloudMounter
☐ Finder Extensions
Dropbox
☑ Finder Extensions
GoodLinks
☐ Share Menu
Parallels Desktop
☐ Share Menu

## Extensions

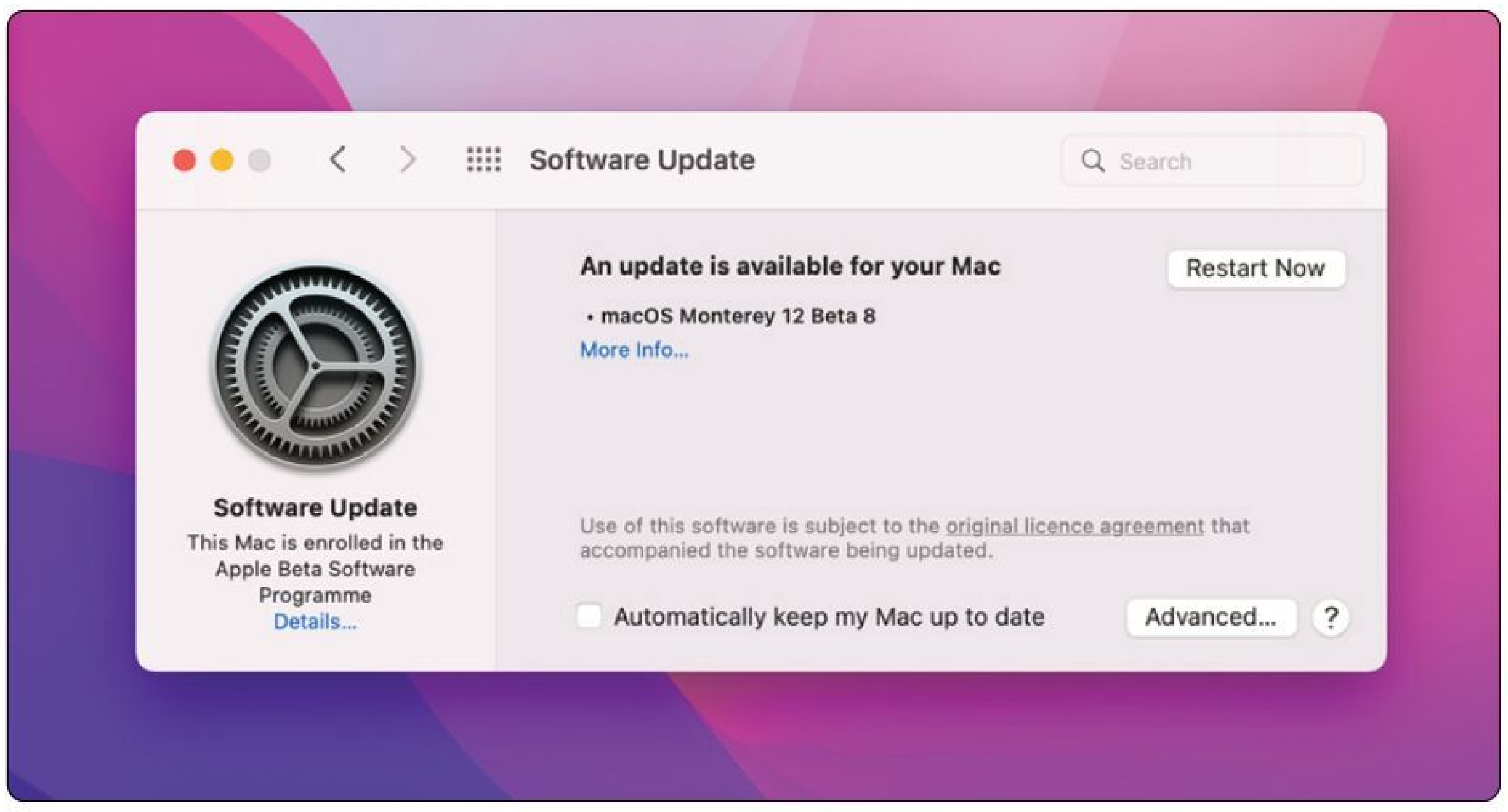
Here you can activate and deactivate extensions you've installed yourself and also Apple extensions. For example, you can change which apps appear in the Share menu. Very useful if, for example, you've installed a third-party email client and would like it to appear in the Share options, just like Apple's Mail app.


Security & Privacy
Search
General
FileVault
Firewall
Privacy
Change Password...
Set Lock Message...
Advanced...

A login password has been set for this user
☑ Require password 5 minutes after sleep or screen saver begins
☐ Show a message when the screen is locked
☑ Allow your Apple Watch to unlock your Mac
Allow apps downloaded from:
○ App Store
● App Store and identified developers
Click the lock to make changes.

## Security & Privacy

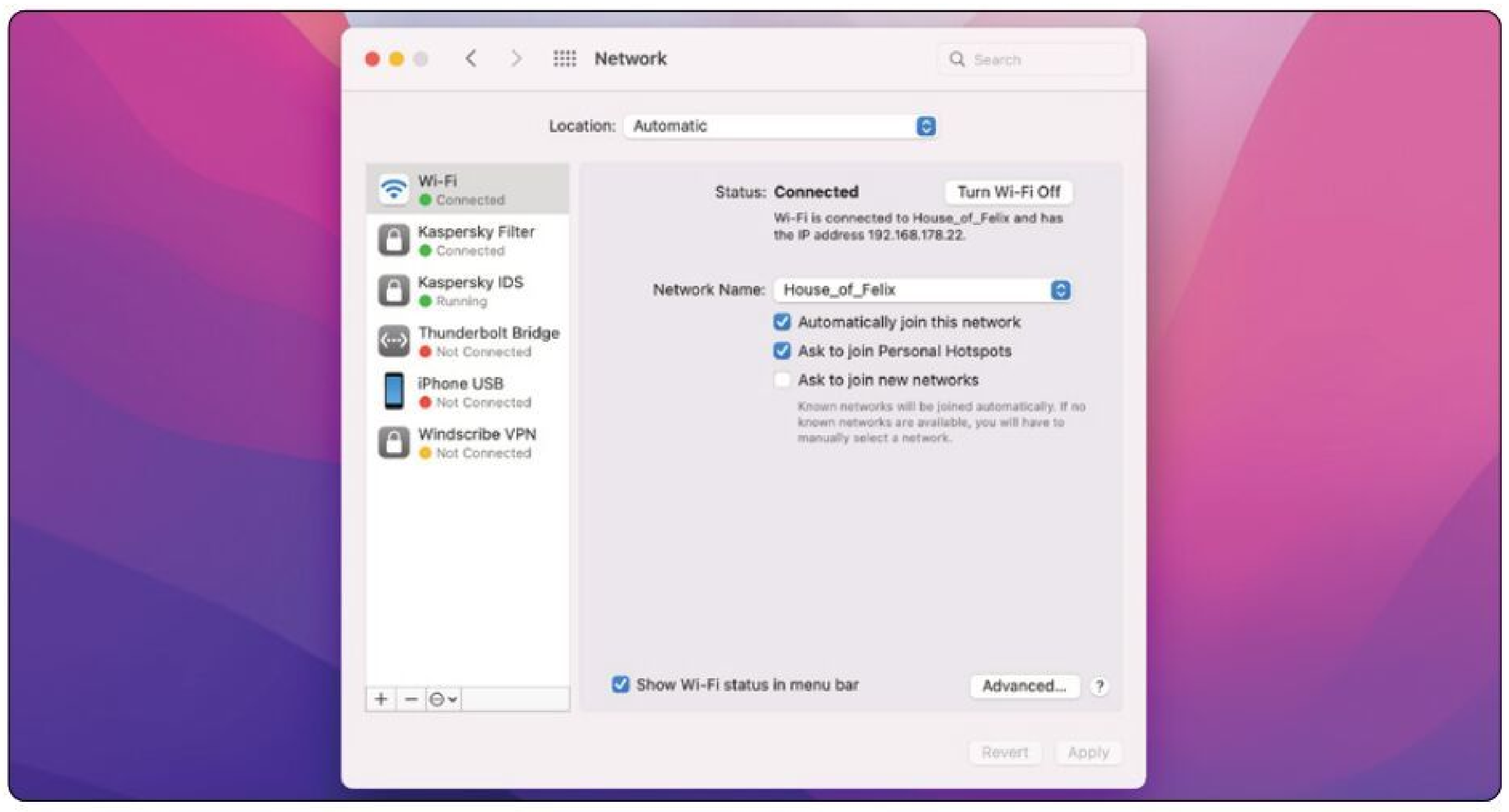
Control and modify a range of features relating to security and privacy. If you try to install a third-party app from an unidentified developer, you have to come here to allow it permission when its installation is blocked. You can also change your login password, encrypt your storage drive, turn on a firewall and more.


Software Update
Search
Restart Now
More Info...
Details...
Advanced...

An update is available for your Mac
• macOS Monterey 12 Beta 8
Software Update
This Mac is enrolled in the Apple Software Beta Programme
Use of this software is subject to the original licence agreement that accompanied the software being updated.
☐ Automatically keep my Mac up to date

## Software Update

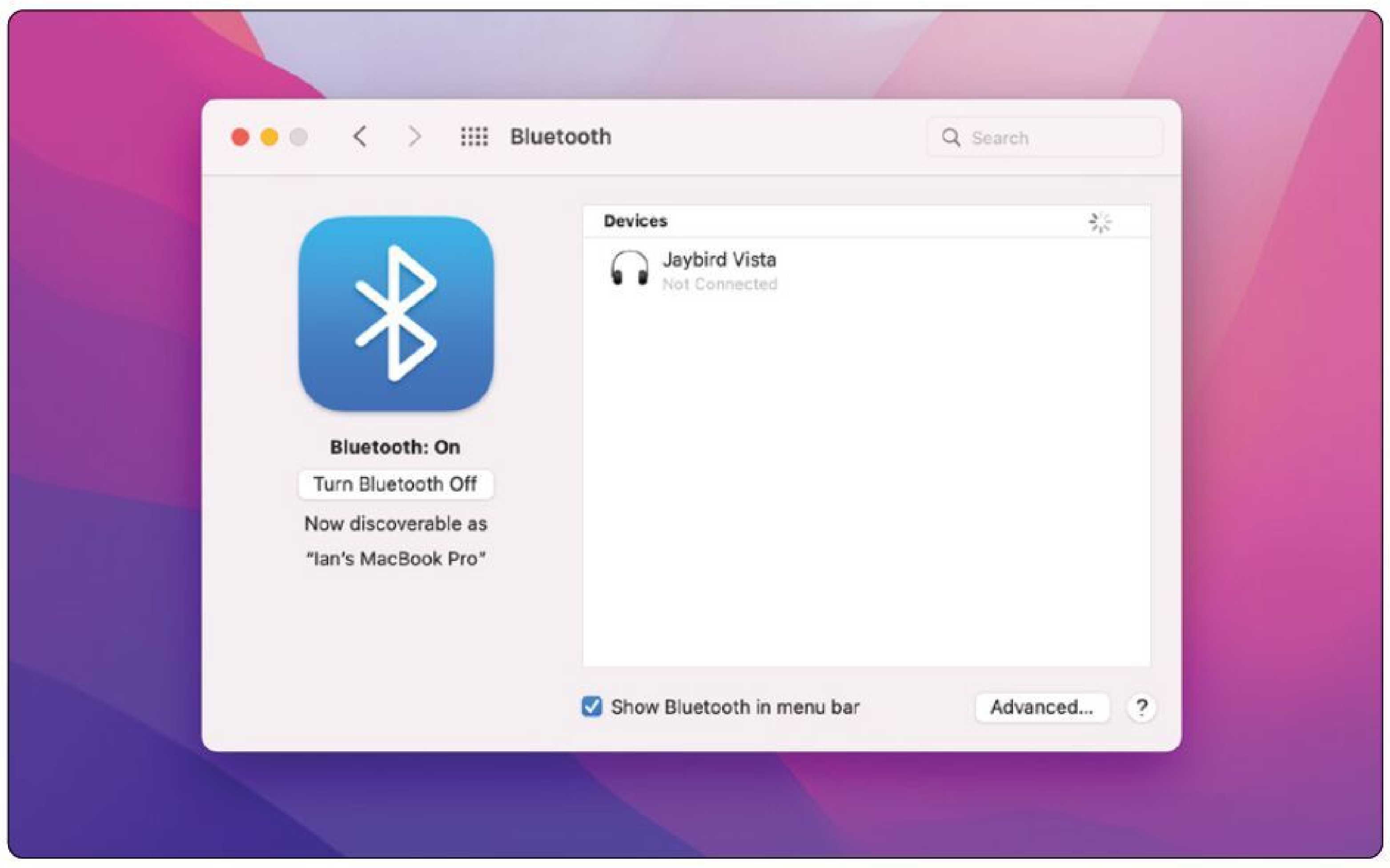
If a software update is available for your Mac, this is indicated on the System Preferences option in the Apple menu, and the Software Update pane in the main System Preferences window is badged. Open it and you can update your Mac, or tick the box to have updates installed automatically in the future.


Network
Search
Turn Wi-Fi Off
Advanced...
Revert
Apply

Location: Automatic
Wi-Fi – Connected
Kaspersky Filter – Connected
Kaspersky IDS – Running
Thunderbolt Bridge – Not Connected
iPhone USB – Not Connected
Windscribe VPN – Not Connected
Status: Connected
Wi-Fi is connected to House_of_Felix and has the IP address 192.168.178.22.
Network Name: House_of_Felix
☑ Automatically join this network
☑ Ask to join Personal Hotspots
☐ Ask to join new networks
Known networks will be joined automatically. If no known networks are available, you will have to manually select a network.
☑ Show Wi-Fi status in menu bar

## Network

Here you can make various changes to your Mac's network settings. You can add or remove connection options like Wi-Fi or Ethernet, turn Wi-Fi on or off and decide whether your Mac should ask you before joining a network. Under the Advanced button you can delete saved networks too.


Bluetooth
Search
Devices
Bluetooth: On
Turn Bluetooth Off
Advanced...
?

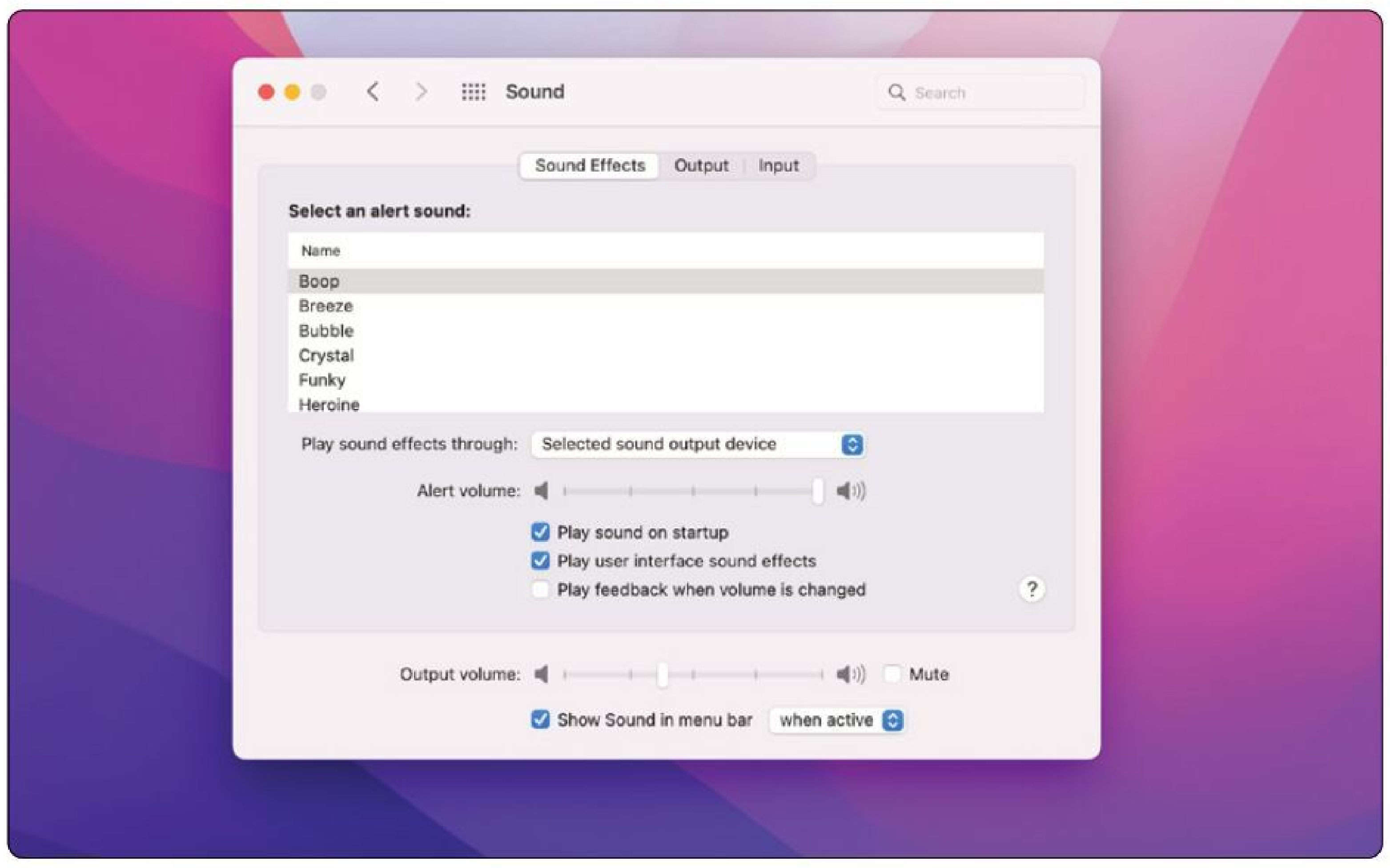
Jaybird Vista
Not Connected

Now discoverable as "Ian's MacBook Pro"

☑ Show Bluetooth in menu bar

## Bluetooth

If you want to pair your Mac with a Bluetooth peripheral like a keyboard, mouse, speaker or earbuds, this is where you do it. You can also delete paired products here (click on it and then click the 'X' that appears), and turn Bluetooth off and on. Check the bottom box to have Bluetooth displayed in the menu bar.


Sound
Search
Sound Effects
Output
Input
Name
?
Mute

Select an alert sound:

Boop
Breeze
Bubble
Crystal
Funky
Heroine

Play sound effects through: Selected sound output device

Alert volume:

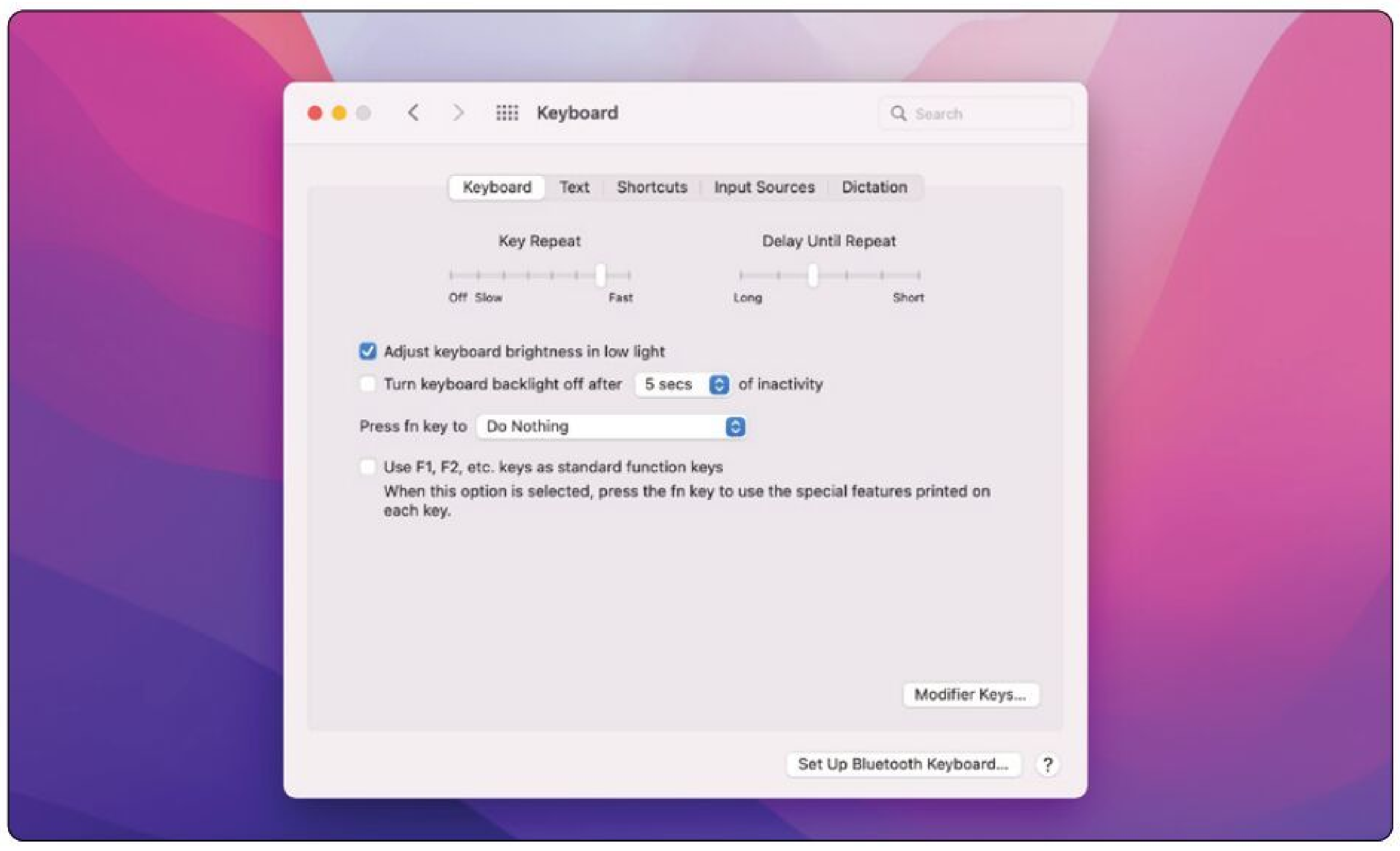
☑ Play sound on startup
☑ Play user interface sound effects
☐ Play feedback when volume is changed

Output volume: ☐ Mute

☑ Show Sound in menu bar: when active

## Sound

With Sound, you can enable, disable and change the default sound effects for different events within macOS. You can also select the default input and output devices, which is useful if you happen to be using external audio interfaces or microphones. It's here you change the alert volume and output volume too.


Keyboard
Search
Keyboard
Text
Shortcuts
Input Sources
Dictation
Key Repeat
Off
Slow
Fast
Delay Until Repeat
Long
Short
Modifier Keys...
Set Up Bluetooth Keyboard...
?

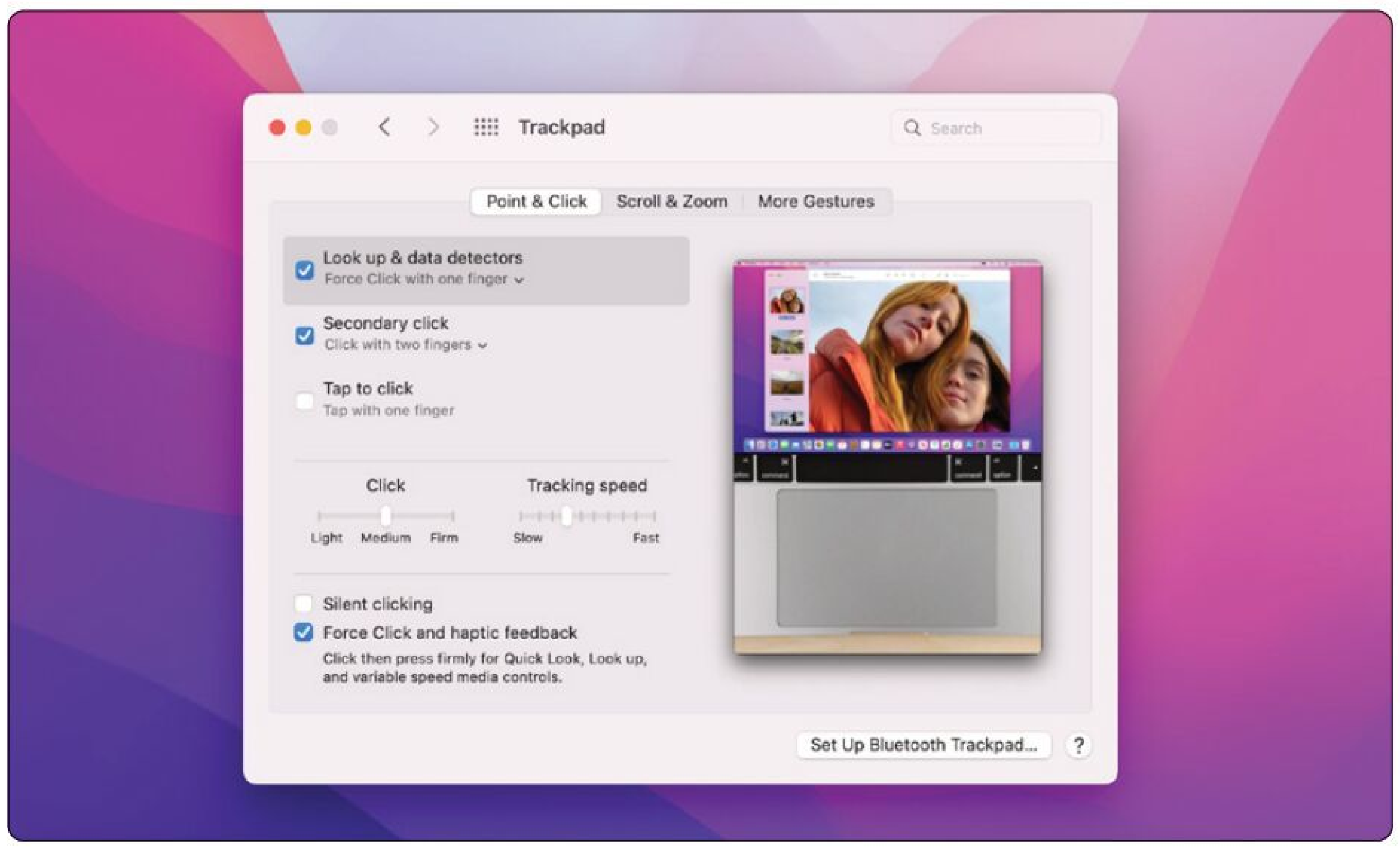
☑ Adjust keyboard brightness in low light
☐ Turn keyboard backlight off after 5 secs of inactivity

Press fn key to: Do Nothing

☐ Use F1, F2, etc. keys as standard function keys
When this option is selected, press the fn key to use the special features printed on each key.

## Keyboard

Here you can also control whether keys repeat when you hold them down, and the backlight settings if you're using a backlit keyboard. You can also view the keys required for keyboard shortcuts, and change them to different shortcuts if you'd prefer. The Dictation settings and text shortcuts are also found here.


Trackpad
Search
Point & Click
Scroll & Zoom
More Gestures
Click
Light
Medium
Firm
Tracking speed
Slow
Fast
Set Up Bluetooth Trackpad...
?

☑ Look up & data detectors
Force Click with one finger

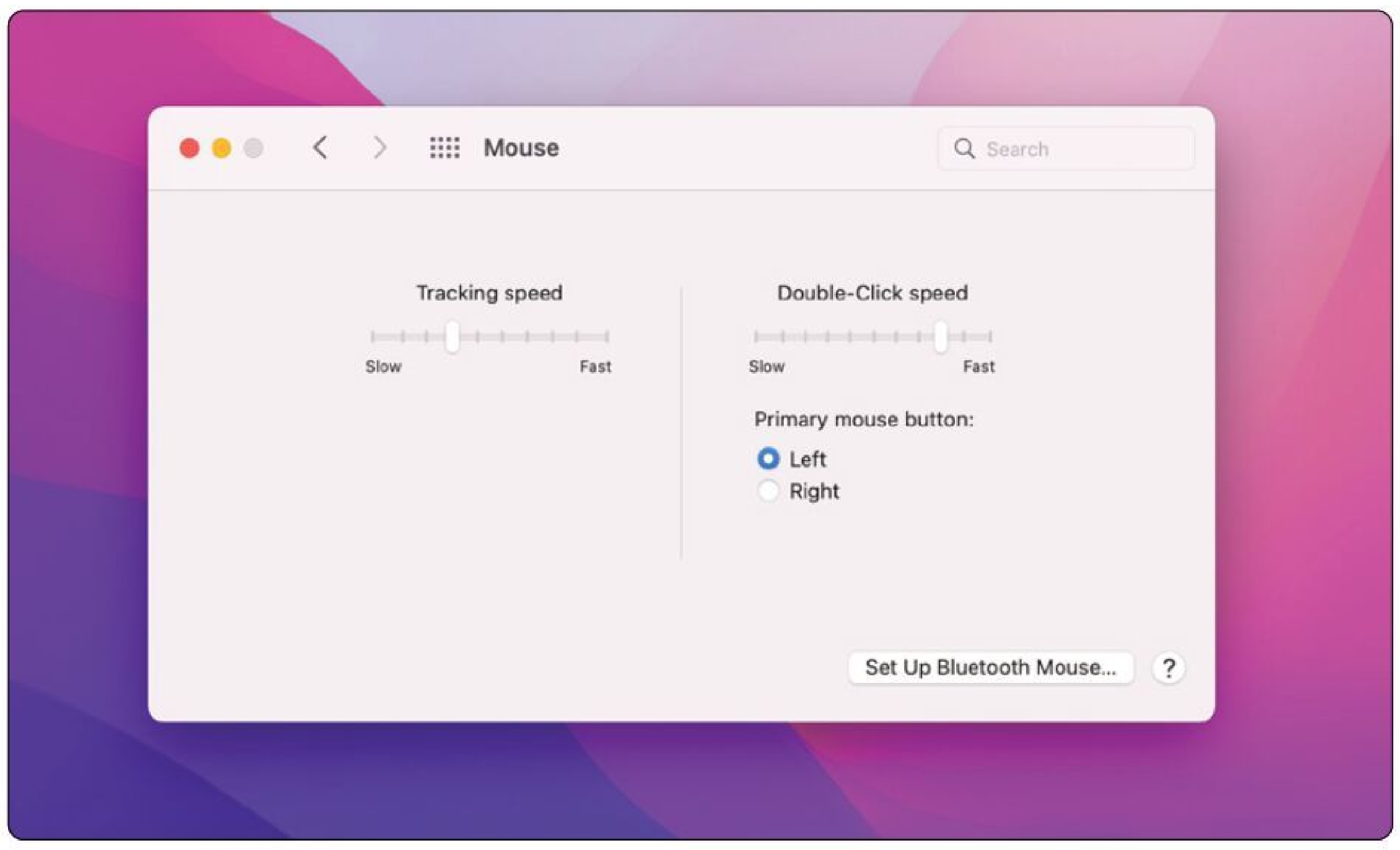
☑ Secondary click
Click with two fingers

☐ Tap to click
Tap with one finger

☐ Silent clicking
☑ Force Click and haptic feedback
Click then press firmly for Quick Look, Look up, and variable speed media controls.

## Trackpad

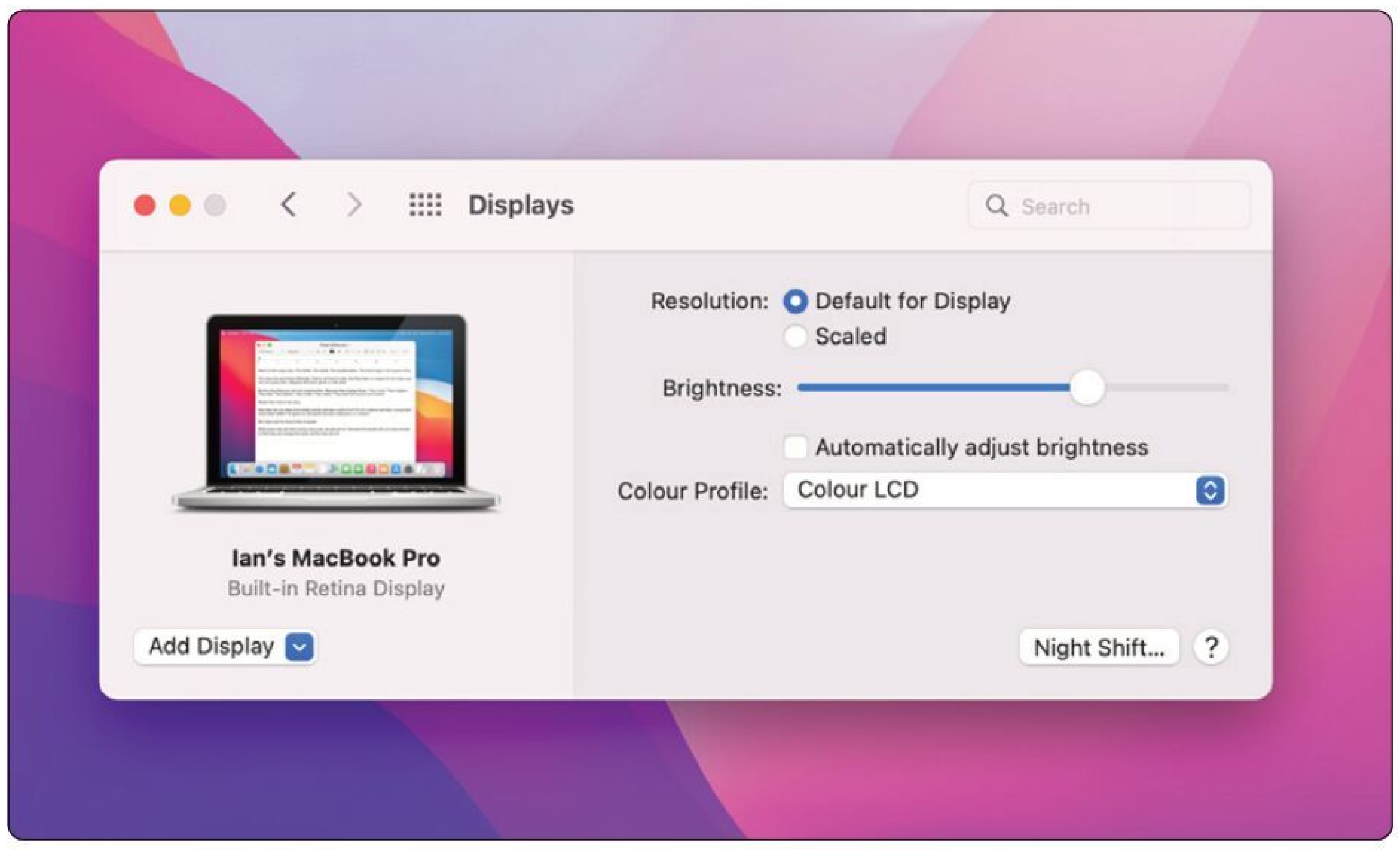
Trackpad settings are for notebooks or those who have a Magic Trackpad connected. Like the mouse settings, you can control tracking, scroll and click speeds, as well as enable and disable gestures. Adding the secondary (right) click to the bottom right corner of the trackpad is a very handy setting here.


Mouse
Search
Tracking speed
Slow
Fast
Double-Click speed
Slow
Fast
Set Up Bluetooth Mouse...
?

Primary mouse button:
● Left
○ Right

## Mouse

Mouse allows you to control the tracking, scroll and click speed of the mouse (if you're using one). You can also find settings for adding and troubleshooting Bluetooth mice here. Remember, you don't have to use Apple's own Magic Mouse. You can use a third-party wireless or USB mouse if you prefer to do so.


Displays
Search
Ian's MacBook Pro
Built-in Retina Display
Add Display
Brightness:
Night Shift...
?

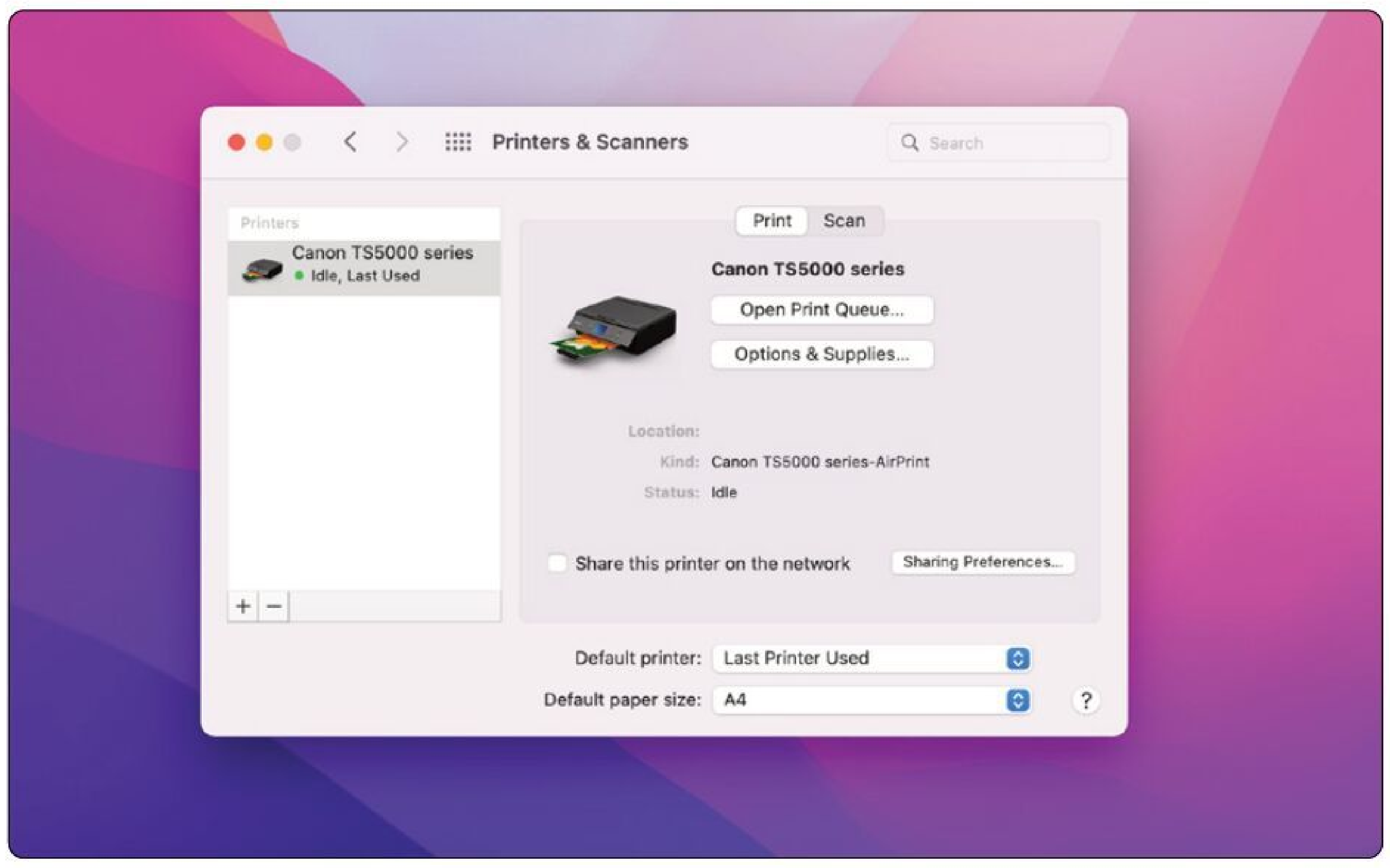
Resolution: ● Default for Display
○ Scaled

☐ Automatically adjust brightness

Colour Profile: Colour LCD

## Displays

The Displays options vary depending on the type of Mac you're using. Typically you can control the screen resolution of your Mac, and also the mirroring settings if any AirPlay devices are available on your network. You can also configure and calibrate the colour profile of your screen(s), and set their brightness.


Printers & Scanners
Search
Printers
Print
Scan
Open Print Queue...
Options & Supplies...
Sharing Preferences...
+
−
?

Canon TS5000 series
Idle, Last Used

Canon TS5000 series

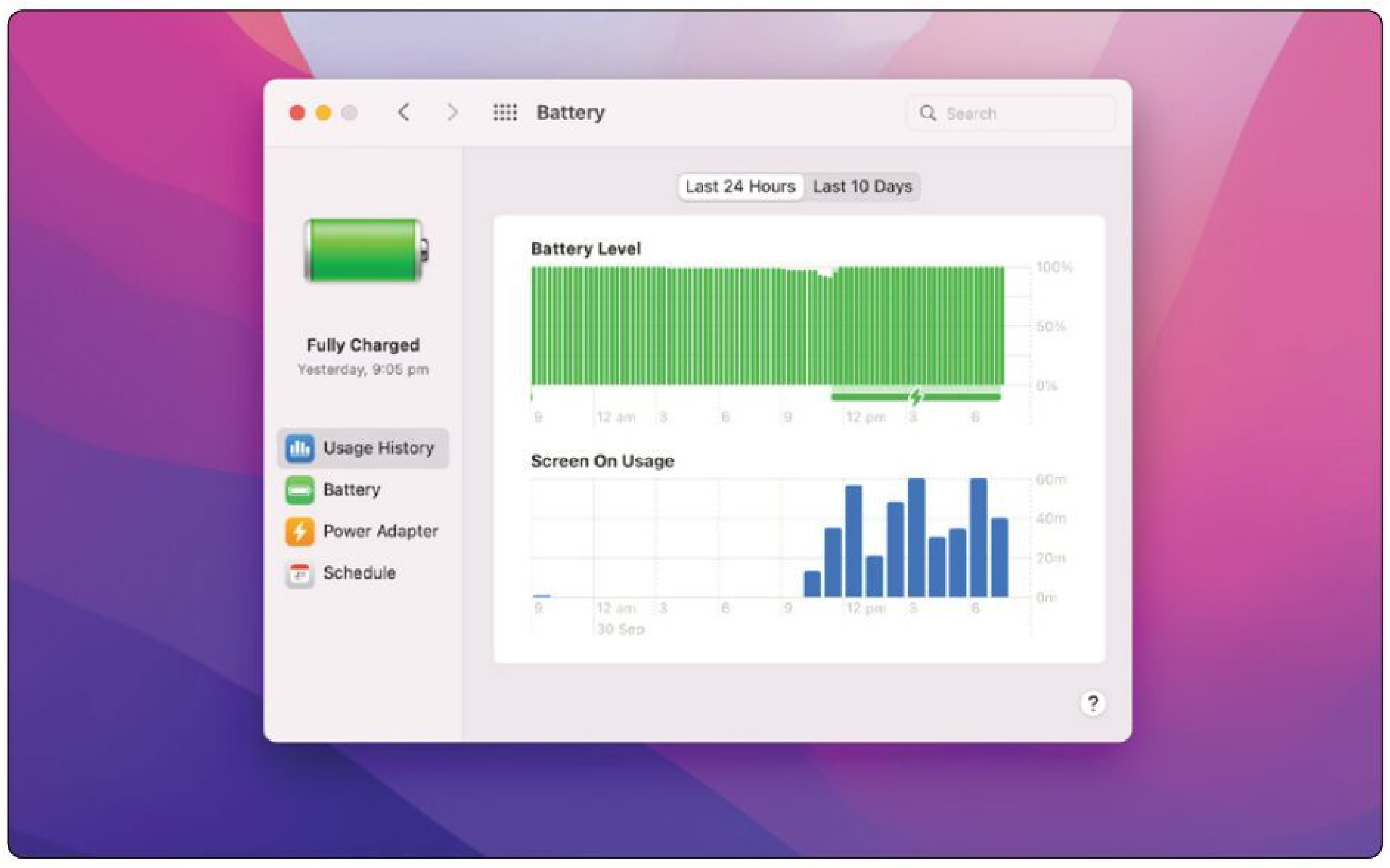
Location:
Kind: Canon TS5000 series-AirPrint
Status: Idle

☐ Share this printer on the network

Default printer: Last Printer Used
Default paper size: A4

## Printers & Scanners

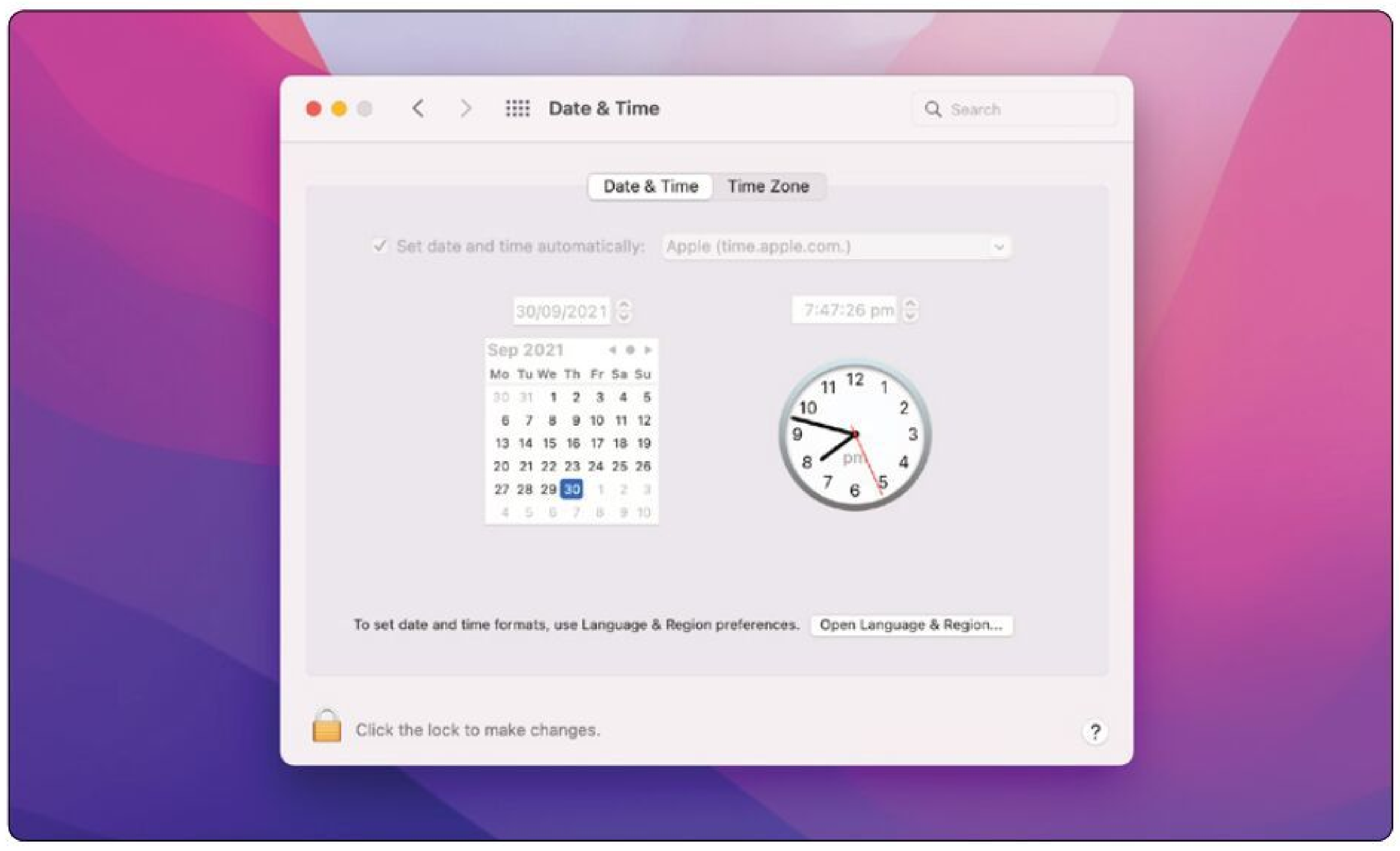
The Printers & Scanners preference pane controls the settings for any printers and scanners you have connected to your computer, and also allows you to browse the network your Mac is connected to, so you can add new printers and scanners. You can also select the default printer and paper size.


Battery
Search
Last 24 Hours
Last 10 Days
Usage History
Battery
Power Adapter
Schedule
Battery Level
100%
50%
0%
9
12 am
3
6
9
12 pm
3
6
Screen On Usage
60m
40m
20m
0m
9
12 am
30 Sep
3
6
9
12 pm
3
6
?

Fully Charged
Yesterday, 9:05 pm

## Battery

On a notebook Mac, the Battery preference pane gives various information and options on your Mac's internal battery. It shows how much charge it holds, maps its charge over time and more. You can set various energy saving options for when you're running on battery power or a power adapter too.


Date & Time
Search
Date & Time
Time Zone
Sep 2021
Mo Tu We Th Fr Sa Su
12
1
2
3
4
5
6
7
8
9
10
11
pm
Open Language & Region...
?

✓ Set date and time automatically: Apple (time.apple.com.)

30/09/2021

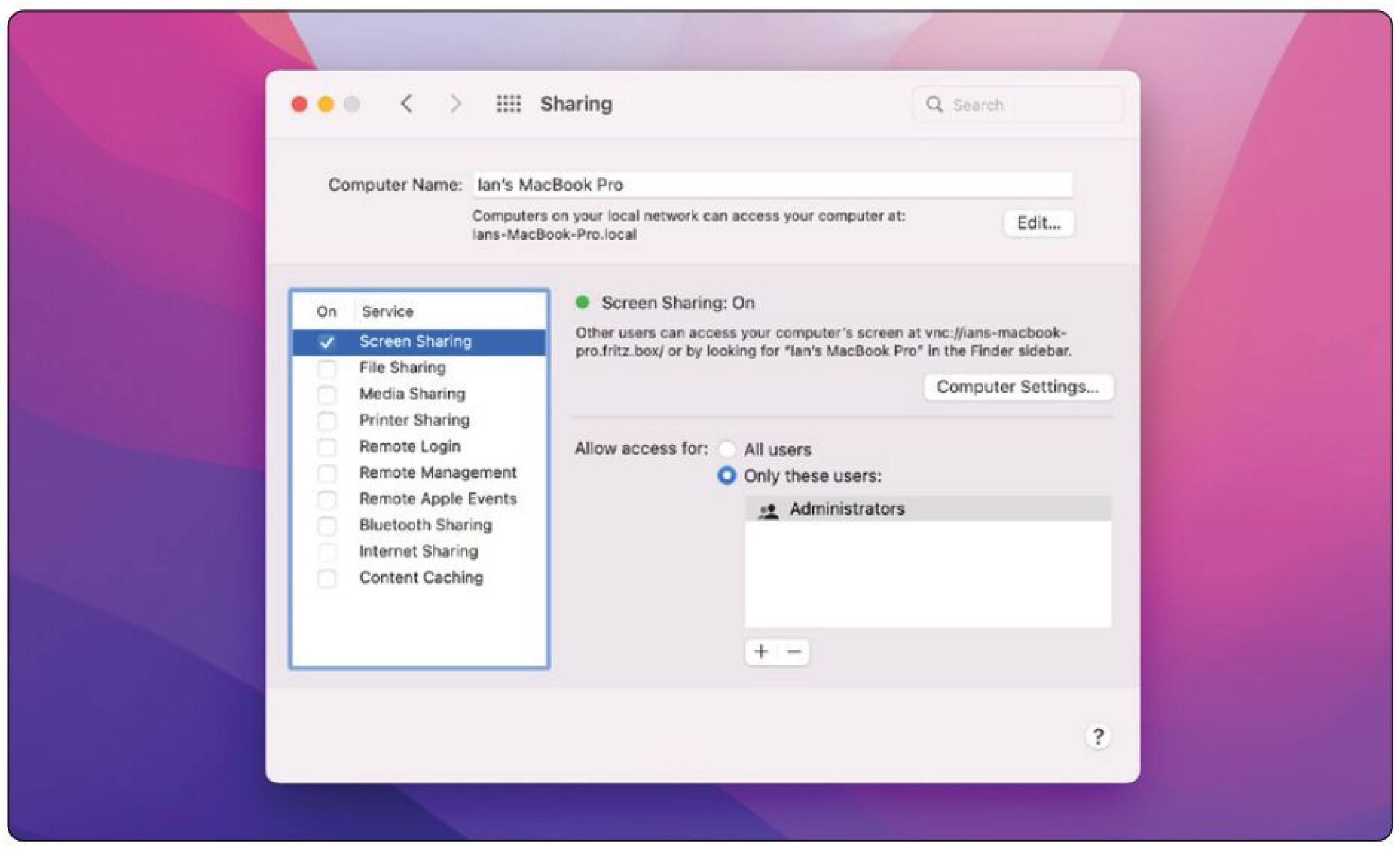
7:47:26 pm

To set date and time formats, use Language & Region preferences.

Click the lock to make changes.

## Date & Time

Date & Time lets you select whether your time zone is set automatically, based on your current location or manually if you prefer. You can also select to have the time and date set automatically, and control whether macOS displays a 12 or 24-hour clock plus change the date formats and more.


Sharing
Search
Edit...
On
Service
Computer Settings...
+
−
?

Computer Name: Ian's MacBook Pro

Computers on your local network can access your computer at: Ians-MacBook-Pro.local

☑ Screen Sharing
☐ File Sharing
☐ Media Sharing
☐ Printer Sharing
☐ Remote Login
☐ Remote Management
☐ Remote Apple Events
☐ Bluetooth Sharing
☐ Internet Sharing
☐ Content Caching

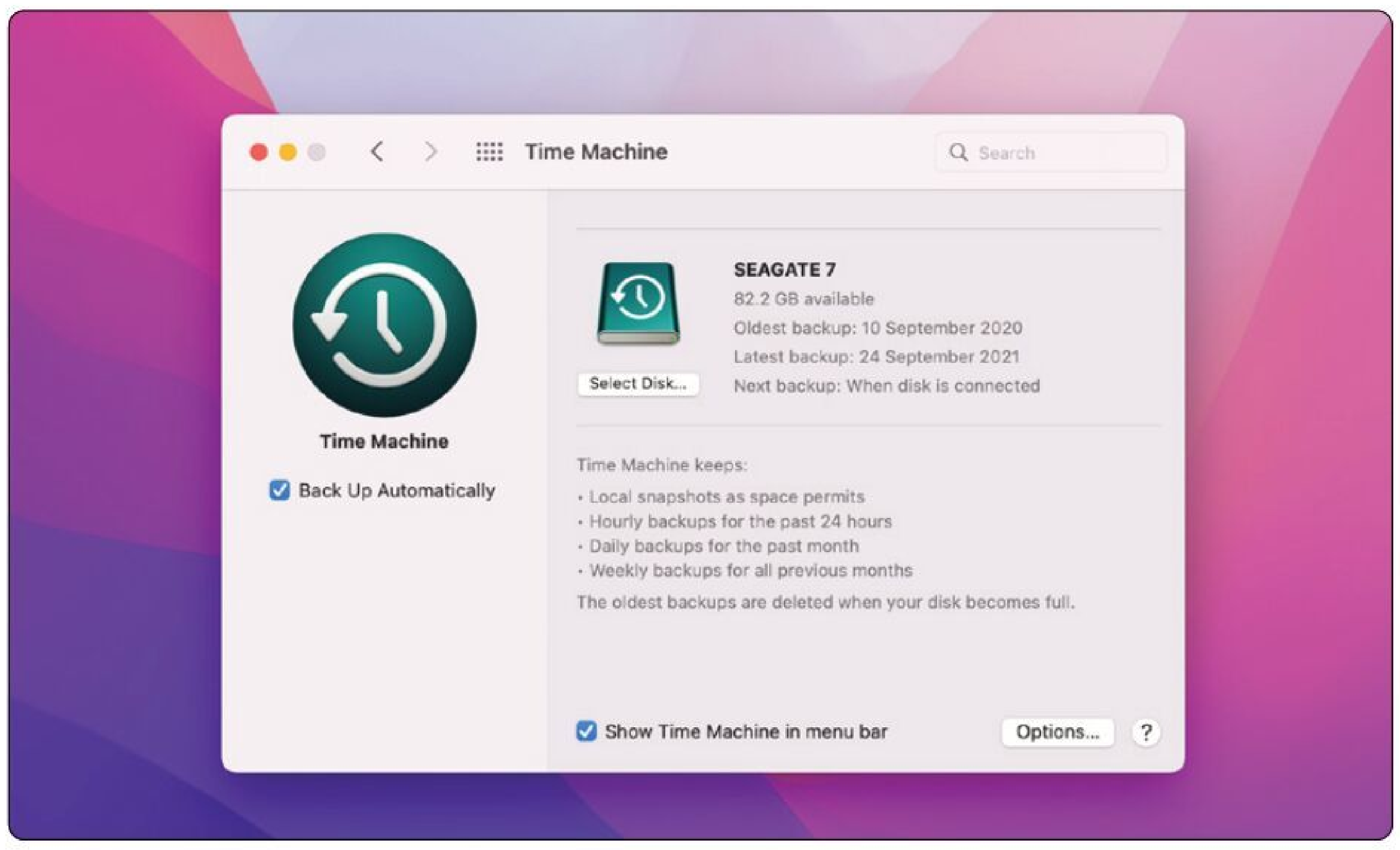
● Screen Sharing: On

Other users can access your computer's screen at vnc://ians-macbook-pro.fritz.box/ or by looking for "Ian's MacBook Pro" in the Finder sidebar.

Allow access for: ○ All users
● Only these users:
Administrators

## Sharing

Here you can change your computer's name by which it's identified on a network, as well as turning on and off a variety of sharing options such as Screen Sharing, File Sharing, Media Sharing and more. You can set who can access the various sharing features too.


Time Machine
Search
Time Machine
Select Disk...
Options...
?

☑ Back Up Automatically

SEAGATE 7
82.2 GB available
Oldest backup: 10 September 2020
Latest backup: 24 September 2021
Next backup: When disk is connected

Time Machine keeps:

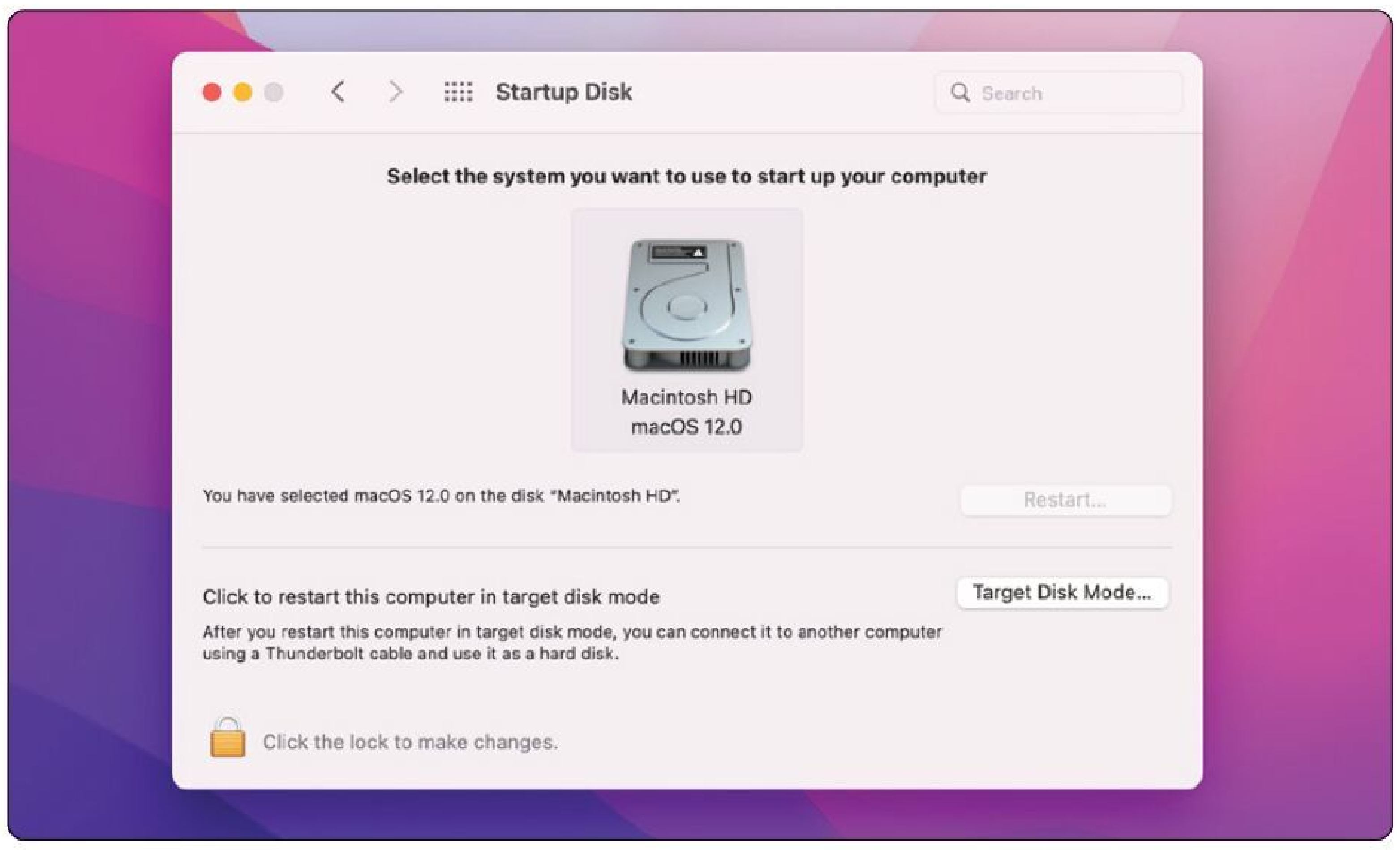
- Local snapshots as space permits
- Hourly backups for the past 24 hours
- Daily backups for the past month
- Weekly backups for all previous months

The oldest backups are deleted when your disk becomes full.

☑ Show Time Machine in menu bar

## Time Machine

Time Machine is a fantastic automated backup utility that ensures your files are kept backed up. Here you can enable and disable Time Machine, manage your backups and configure new backup disks, and more. A Time Machine backup lets you retrieve accidentally deleted files, and you can boot from it too.


Startup Disk
Search
Restart...
Target Disk Mode...

Select the system you want to use to start up your computer

Macintosh HD
macOS 12.0

You have selected macOS 12.0 on the disk "Macintosh HD".

Click to restart this computer in target disk mode

After you restart this computer in target disk mode, you can connect it to another computer using a Thunderbolt cable and use it as a hard disk.

Click the lock to make changes.

## Startup Disk

Startup Disk is a setting that you will likely never change, but should you ever attach an additional hard drive to your Mac from which you would like to be able to boot, or if you'd like to configure your Mac's hard drive so that you can connect it to another Mac and boot from it, this is where you do so.

# Multi-use Touch Bar
# On a MacBook Pro

The Touch Bar is an OLED touchscreen that replaces the function keys on the newer models of MacBook Pro. What it does depends on what you're currently doing on your Mac; if you're using Messages, for example, it might offer emoticons to tap and use. If you're using Music, it offers audio controls.

## The Touch Bar Explained

1 **App-specific:** What the Touch Bar shows depends on the app you're currently using. Here it's used with a video app but it can be configured for other software too.

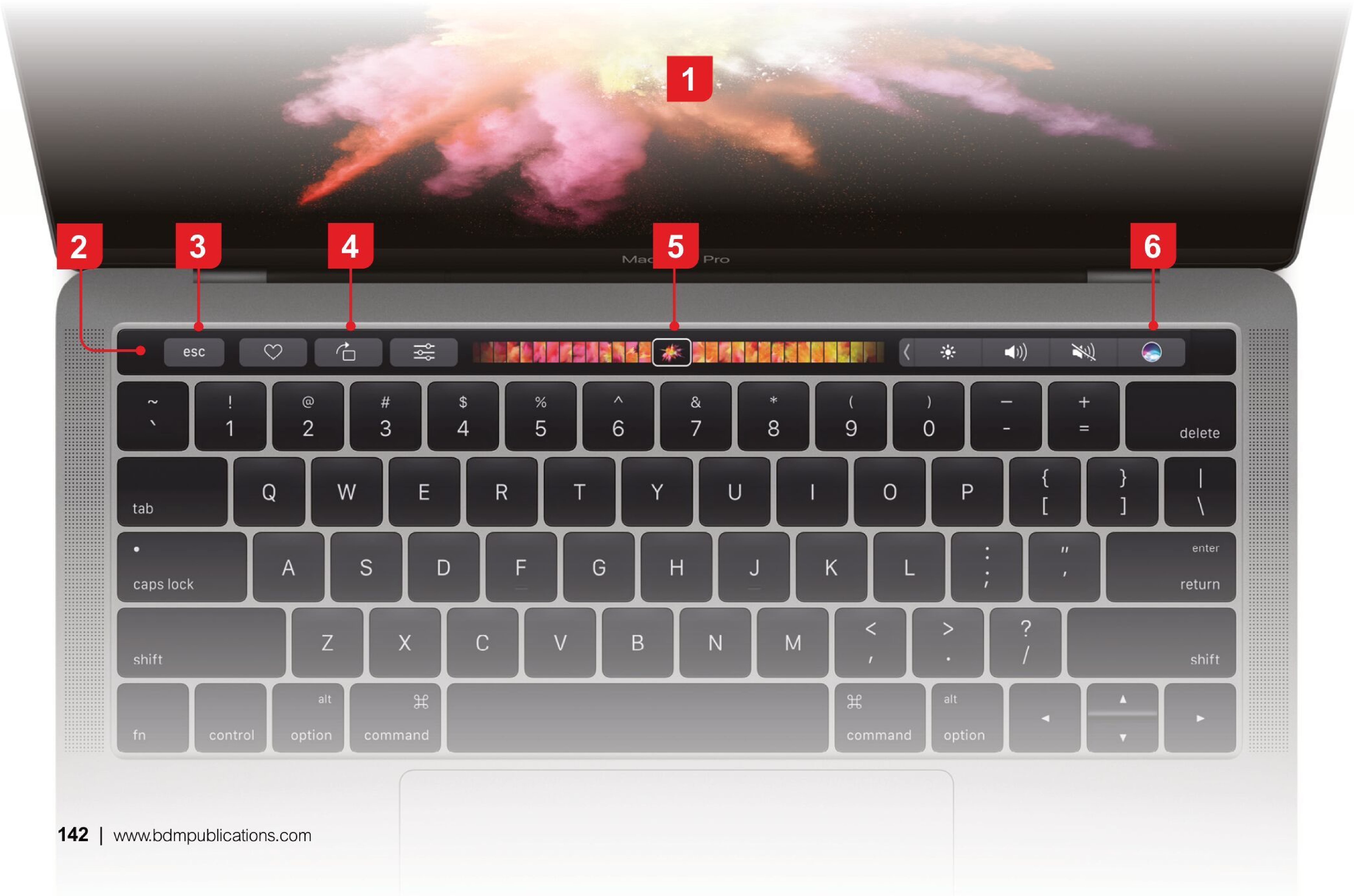
2 **The Touch Bar:** The Touch Bar runs along the top of the keyboard, where the function keys used to be. What it displays depends on what app you're using.

3 **Regular Buttons:** As you can see, regular buttons like the Escape key and media controls can be replicated on the Touch Bar and placed where their function keys were.

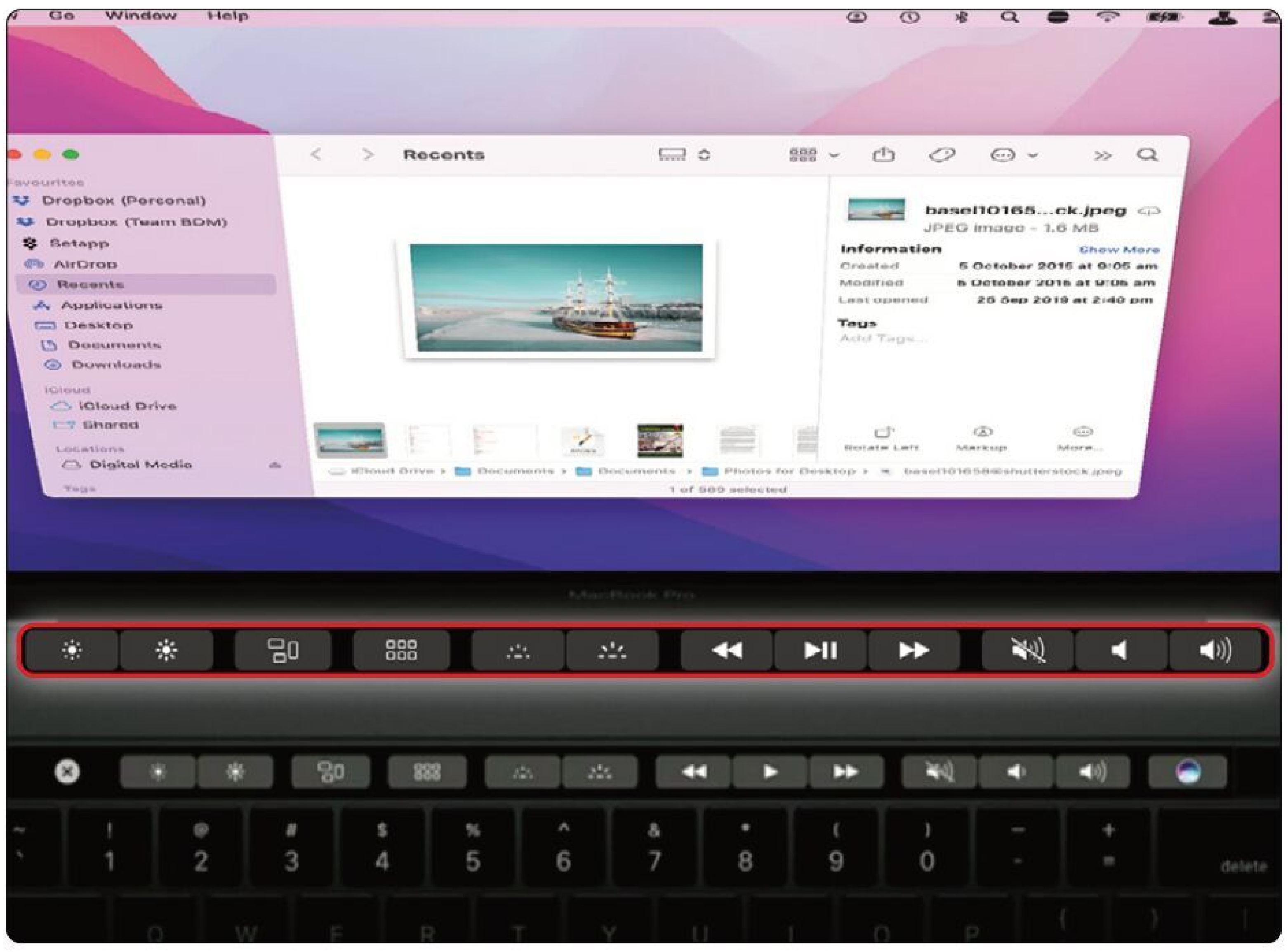
4 **App-related Buttons:** Because the OLED Touch Bar is in itself a mini screen, it can also display buttons that are specific to the app that you're currently using.

5 **Slider Bar:** The versatility of the Touch Bar means you can use it as a slider, should the app allow. Here we can scroll forwards and backwards through a video.

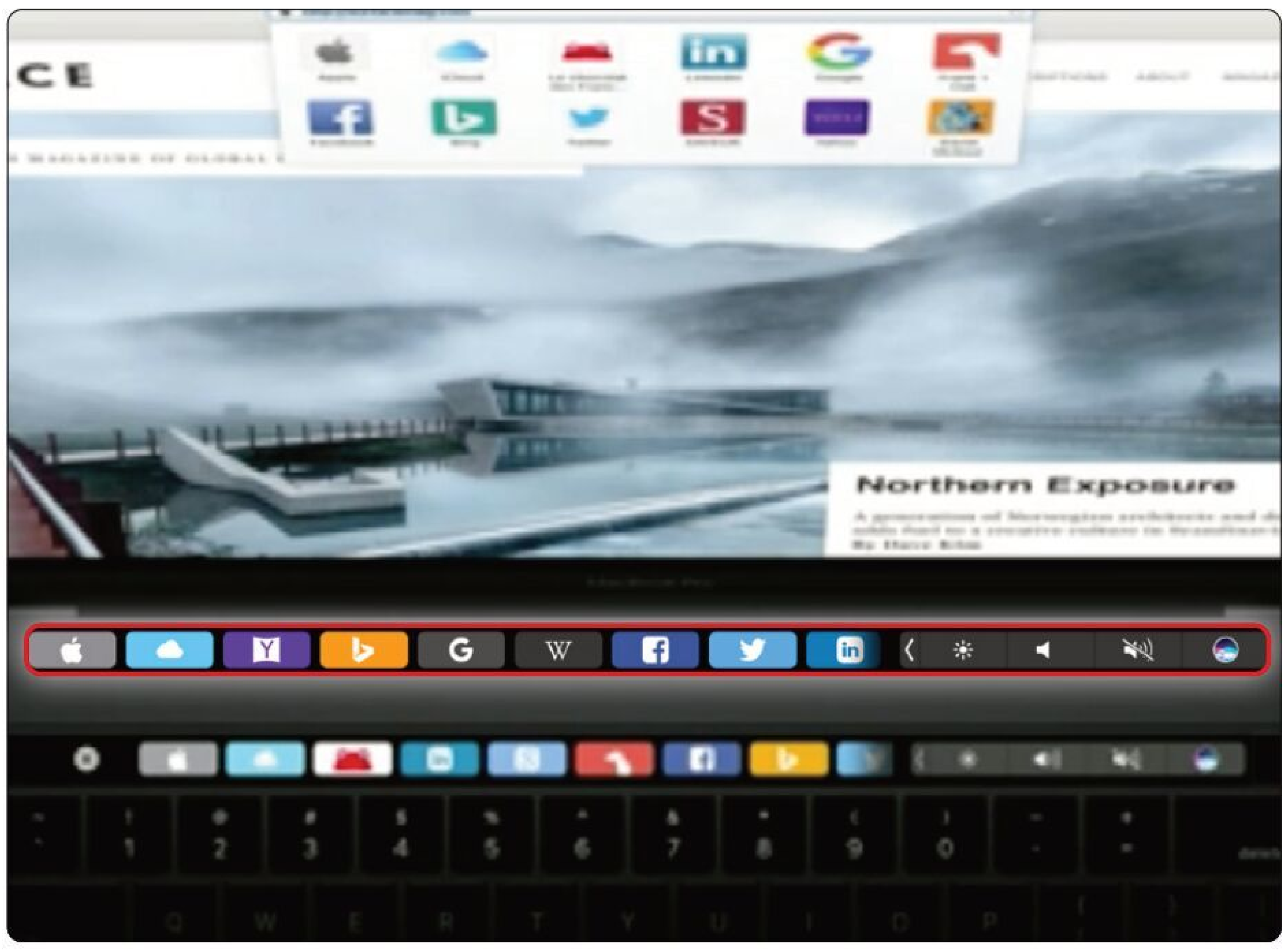
6 **Siri Button:** Here we see the Siri button, for activating Apple's digital assistant. Should the need arise, this part of the Touch Bar can also be used for Touch ID.



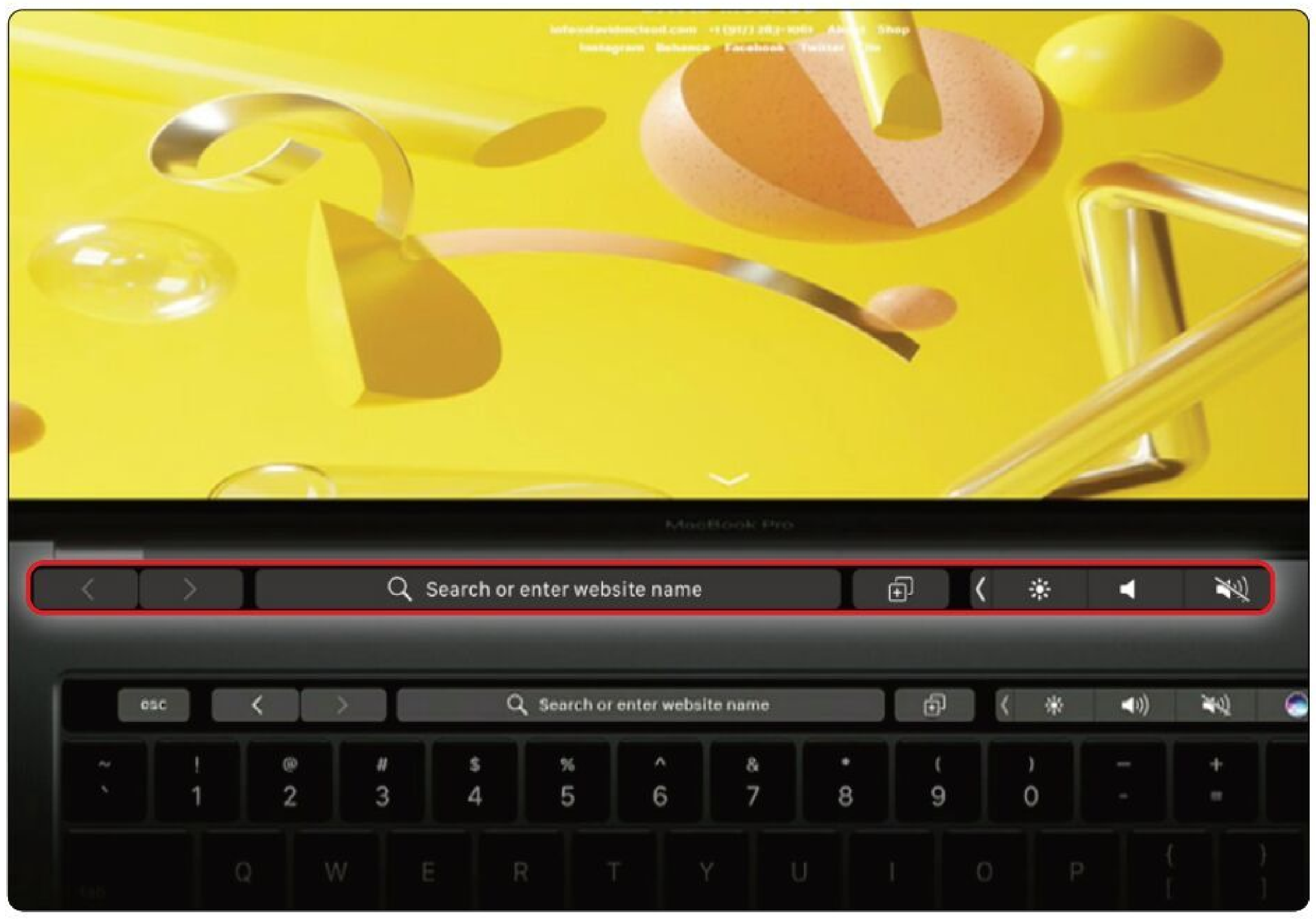
## Touch Bar Behaviour



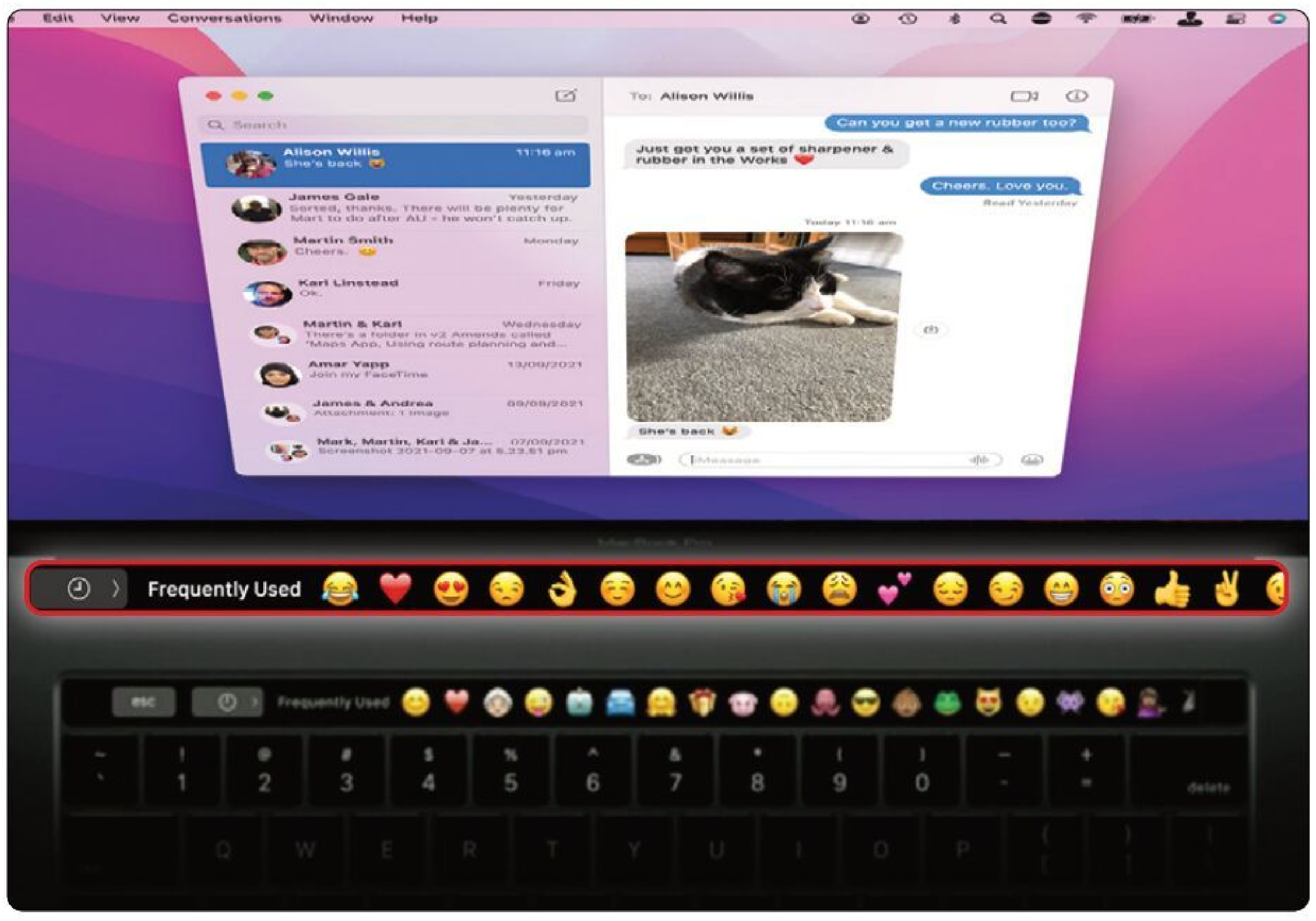
**System Functions:** When in the Finder, the Touch Bar shows the regular function keys we're already used to, such as media controls and keyboard brightness.



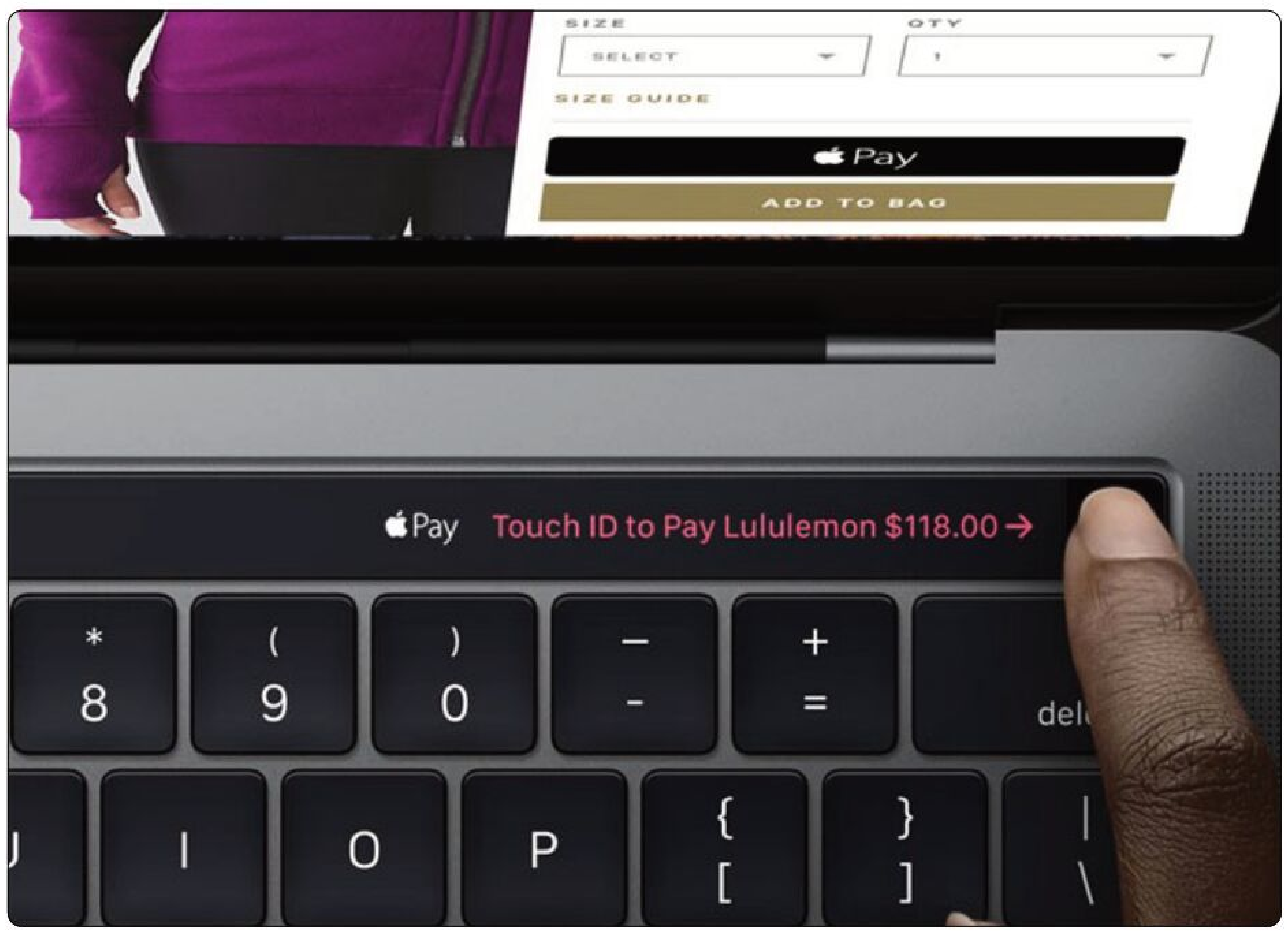
**Safari Touch Bar:** When you open Safari, the Touch Bar gives you buttons for your favourite websites. Slide along it to scroll for even more website buttons.



**Website Touch Bar:** When you're using a website, the Touch Bar gives you back buttons, a search field and more. The perfect tools for the job you're currently doing.



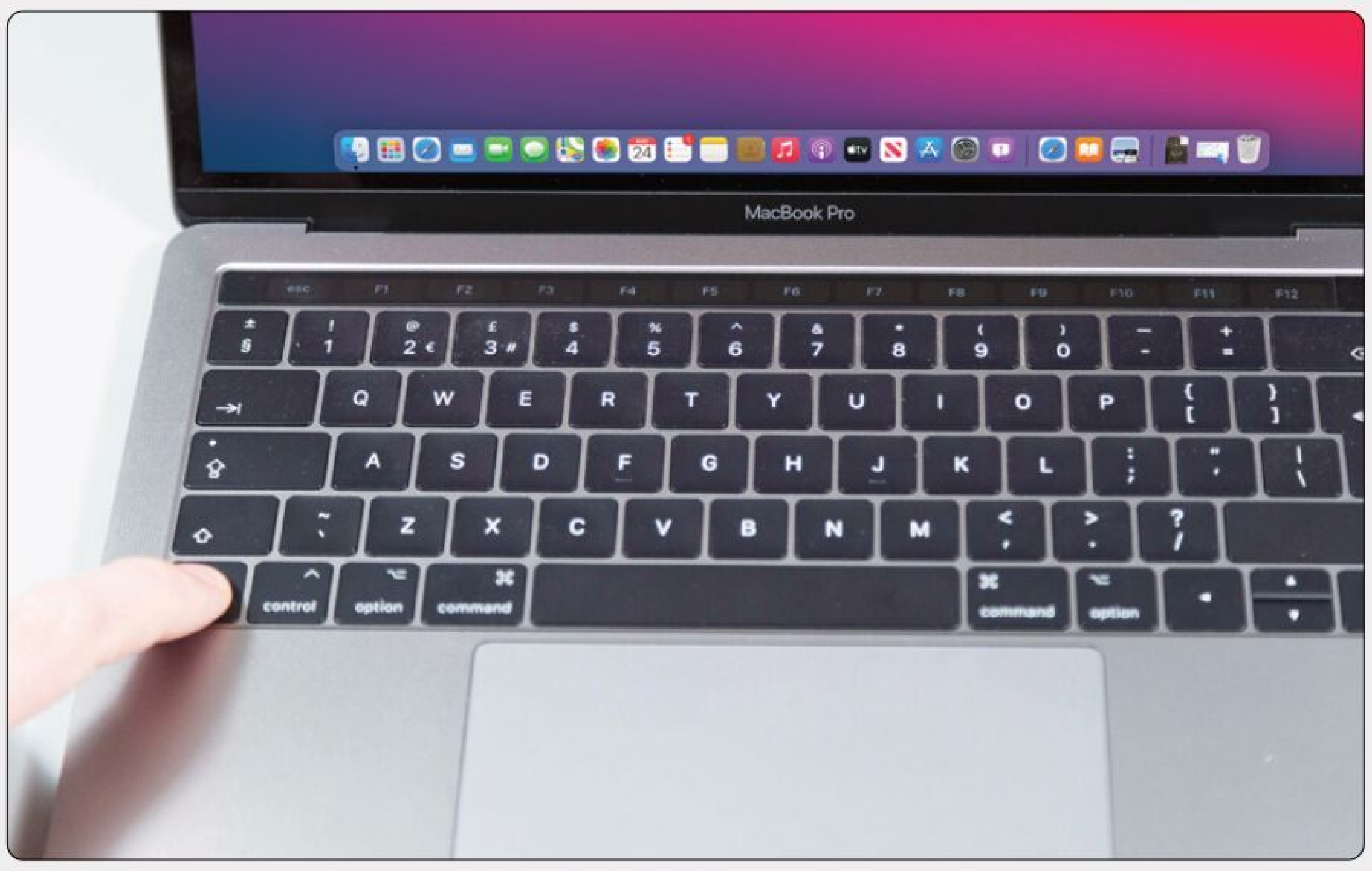
**Messages Touch Bar:** Switch to Messages and your most recently used emoticons will all be within easy reach, right there on the MacBook Pro's Touch Bar.

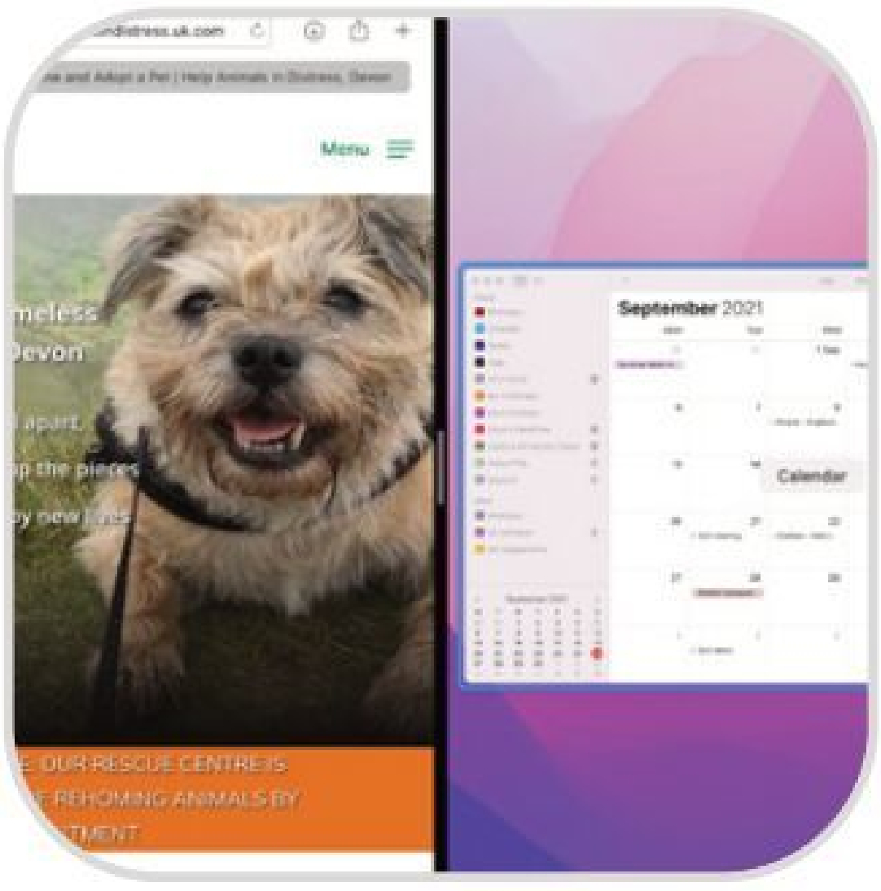


**Touch ID:** On the extreme right of the Touch Bar is a fingerprint scanner. This can read your fingerprint to unlock your Mac, or for the Apple Pay payments service.

## Finding the Function Keys.

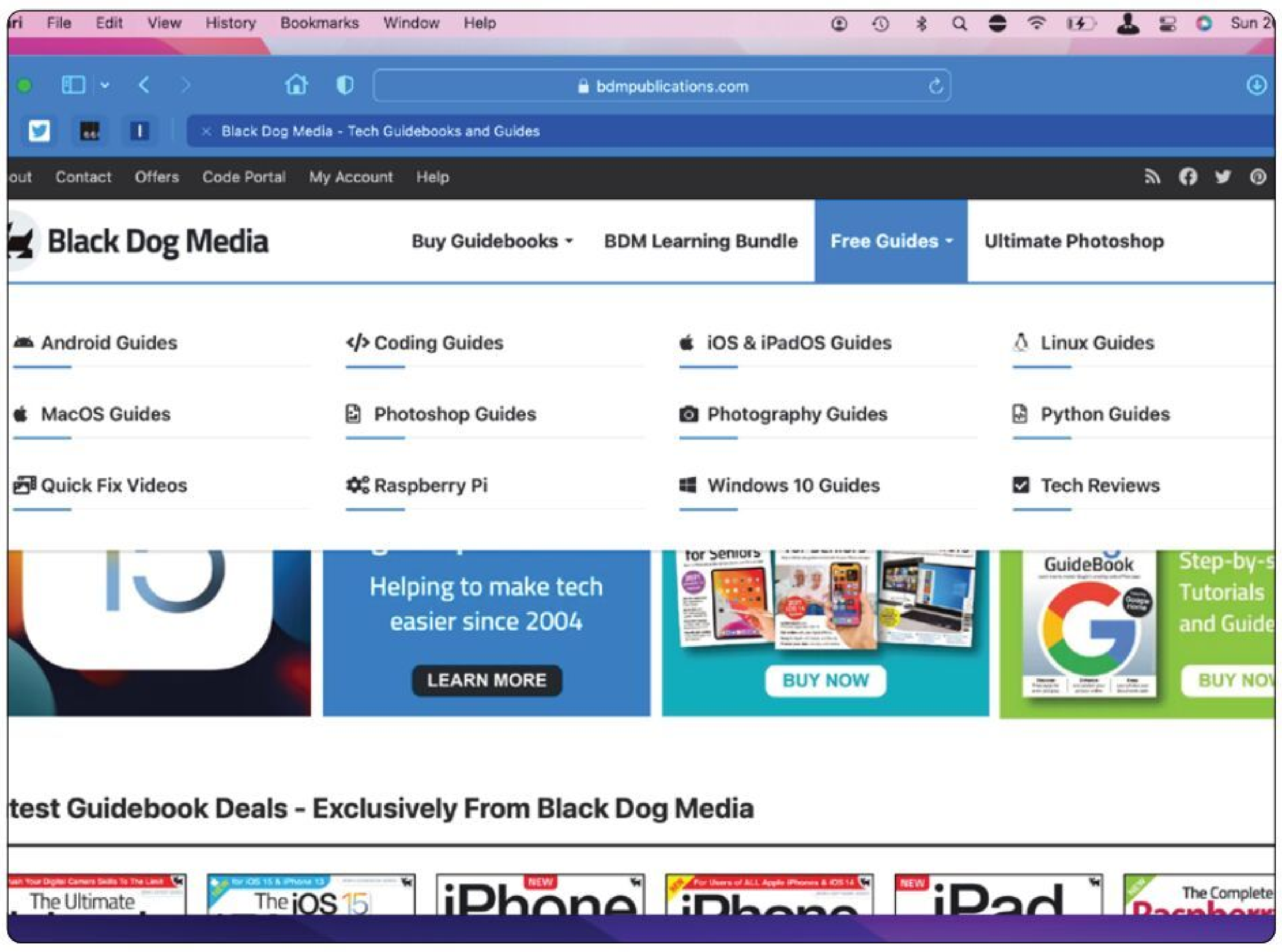
If you find you need the function keys, as found on other Mac and MacBook keyboards, press the fn key (bottom left) and they appear.





# Split View Screens macOS Multitasking

Split View Screens is a feature of macOS that allows you to view two applications in full-screen mode on a single display. It enables efficient workflow and is superb for researching something in Safari, while using the Notes app or reading about a venue and looking it up via Maps. Here's how it works.


File Edit View History Bookmarks Window Help
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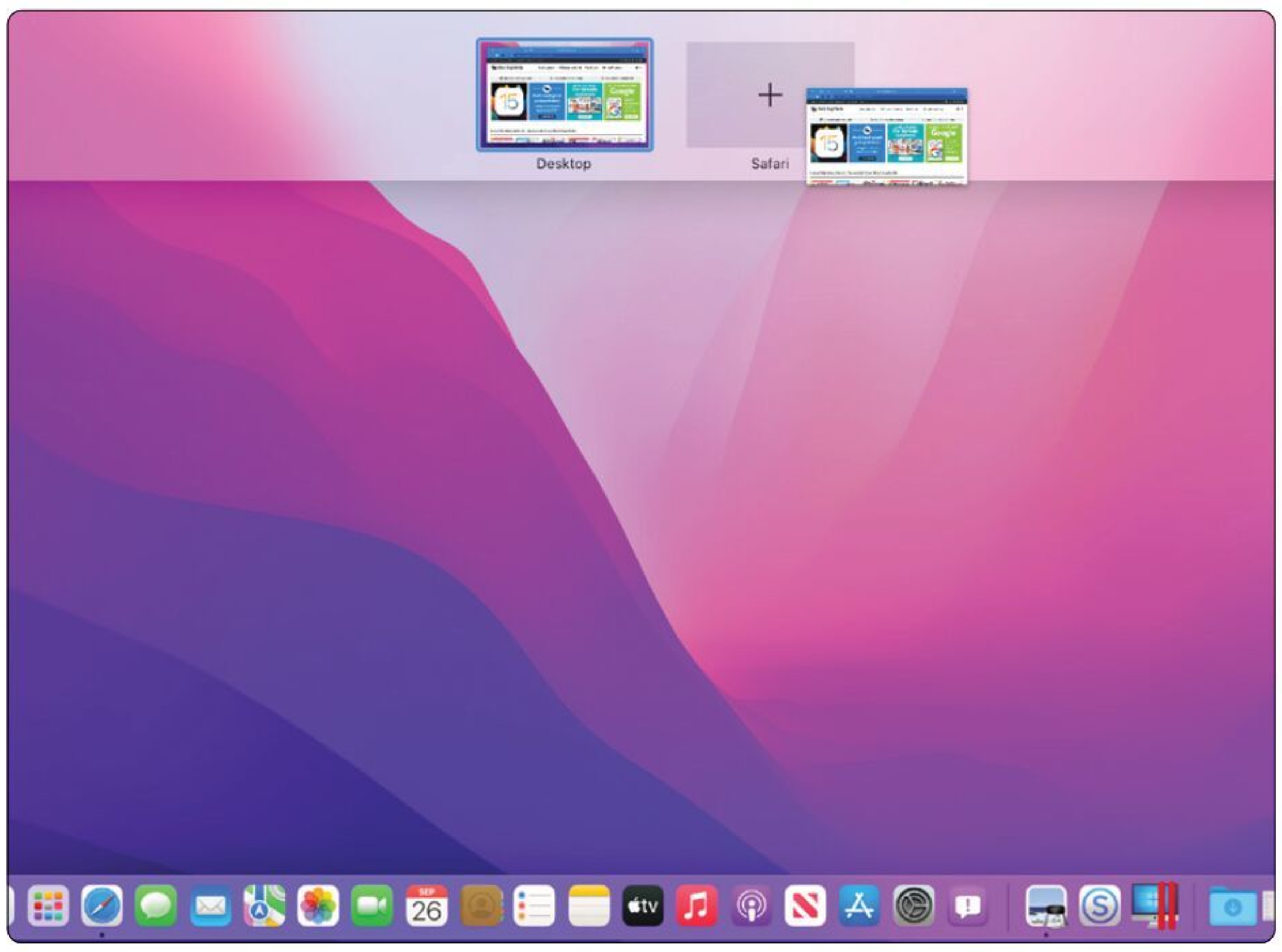
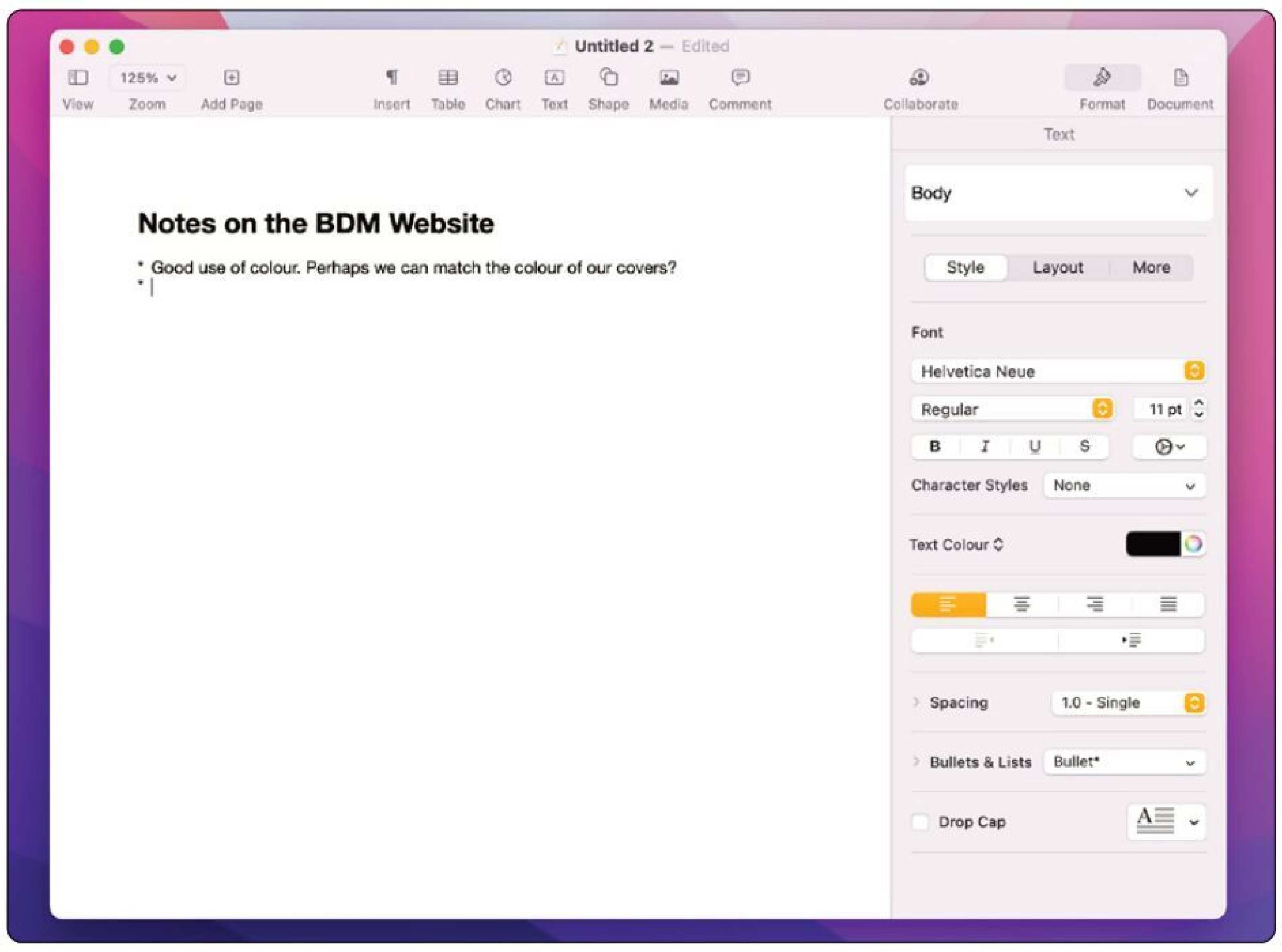
**1** To use Split View mode, first open an app you want to use as a split-screen app. Here we've chosen Safari but any app that's compatible will do. Just open the app window; there's no need to open it as a full screen.


Desktop
Safari
+

**2** Click on the window's top bar and drag it upwards, onto the menu bar. A strip appears, offering the current desktop image and a receptacle for the app you're dragging. Drop the window onto the plus sign to make it a full screen app.


Untitled 2 — Edited
View
125%
Zoom
Add Page
Insert
Table
Chart
Text
Shape
Media
Comment
Collaborate
Format
Document
Text
Style
Layout
More
B
I
U
S
Text Colour

Notes on the BDM Website

- Good use of colour. Perhaps we can match the colour of our covers?

Body

Font: Helvetica Neue

Regular 11 pt

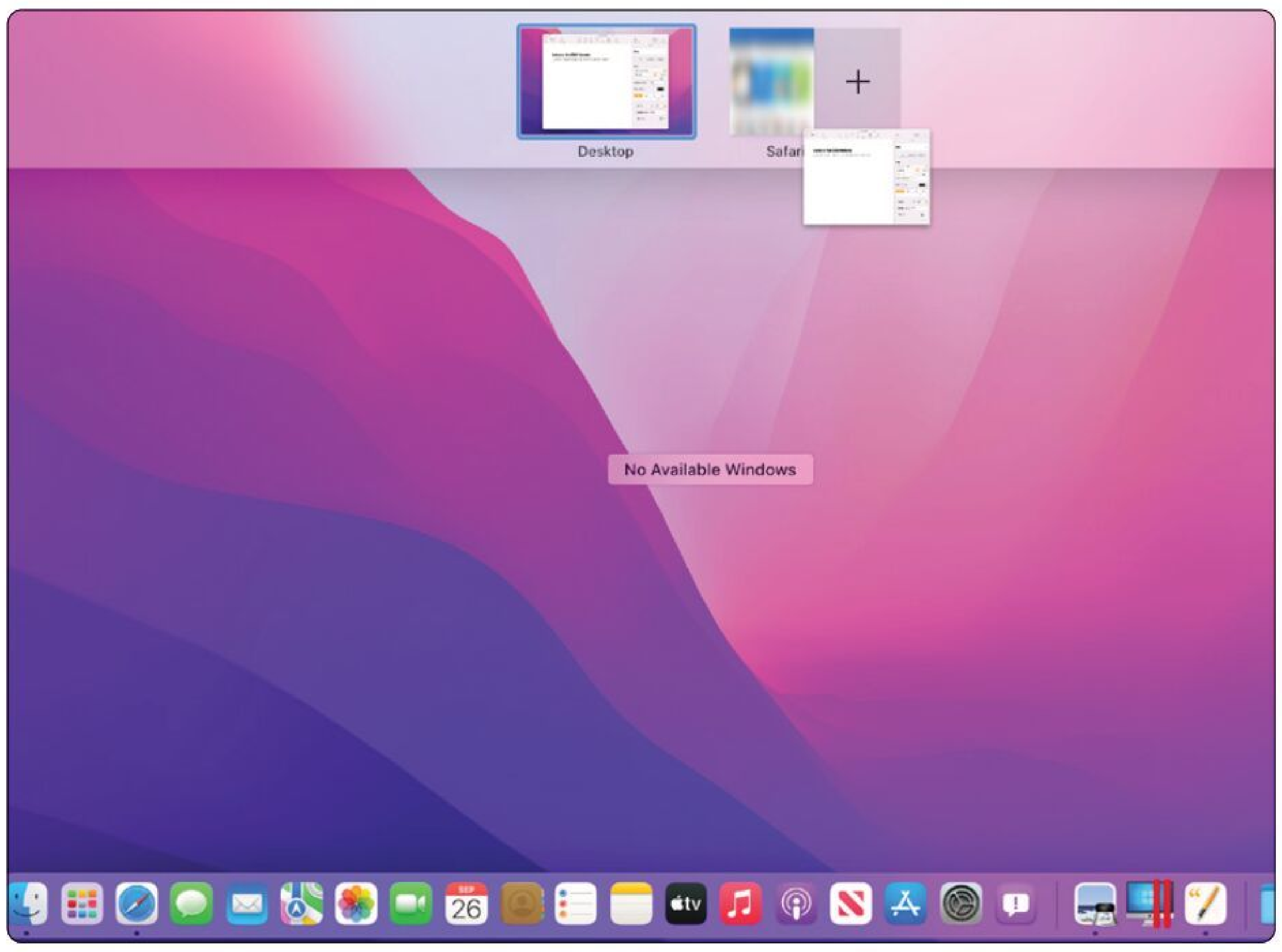
Character Styles: None

Spacing: 1.0 - Single

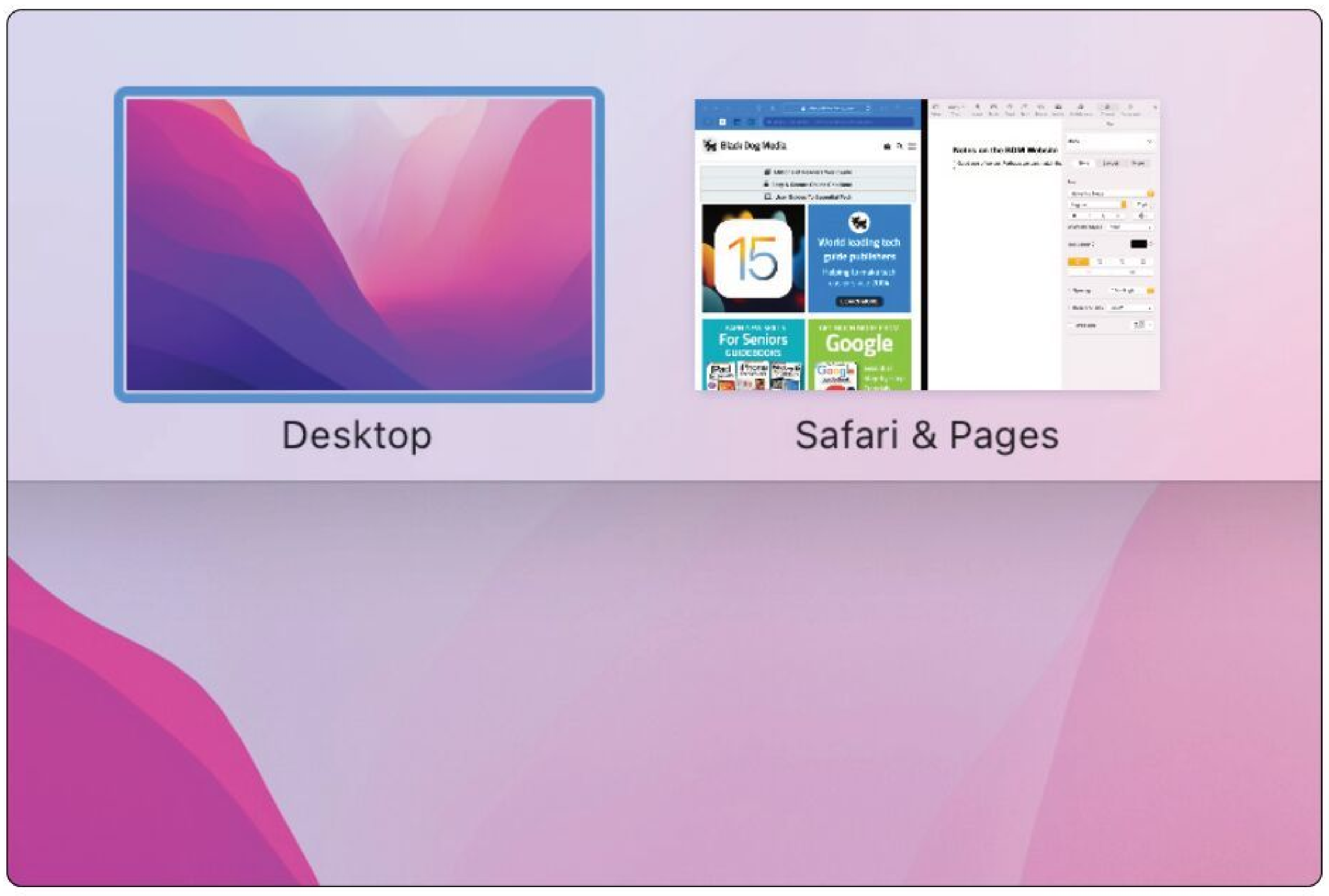
Bullets & Lists: Bullet*

Drop Cap

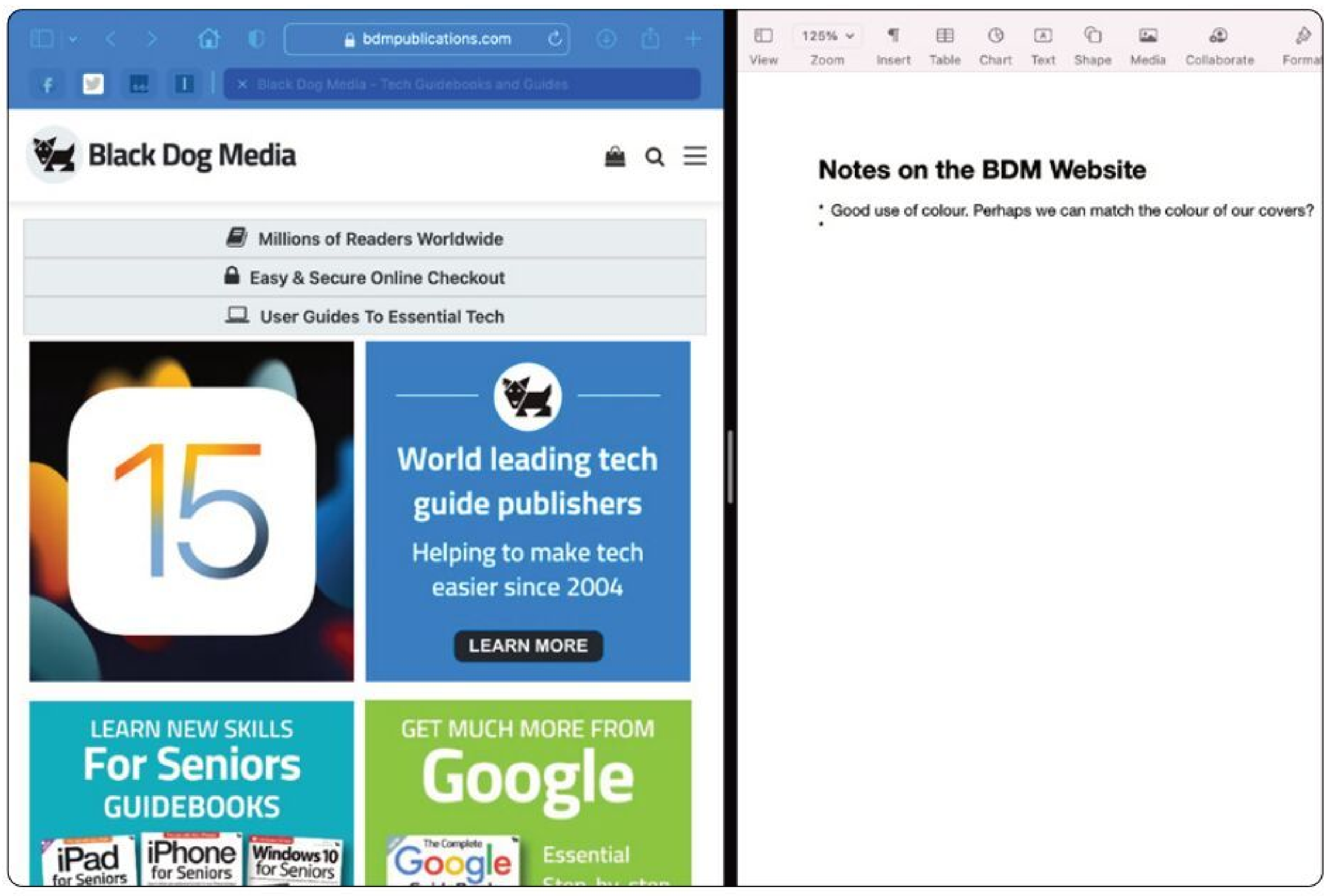
**3** Go back to the desktop and open the second app you wish to use as a full-screen app in Split View mode. Here we're using Apple's own Pages word processor app, though once again, you can use almost any app on your Mac.


Desktop
Safari
+
No Available Windows

**4** Drag the window for this second app upwards, onto the menu bar, as you did with the first one. The strip appears again. Drop the second app onto the desktop you created earlier showing the first app, which is represented by an icon on this strip.


Desktop
Safari & Pages

**5** The two apps now offer a combined icon, which you can see here, labelled 'Safari & Pages'. This is a single desktop, in which both those apps are running, in split view. To open them, click on the icon in the usual way.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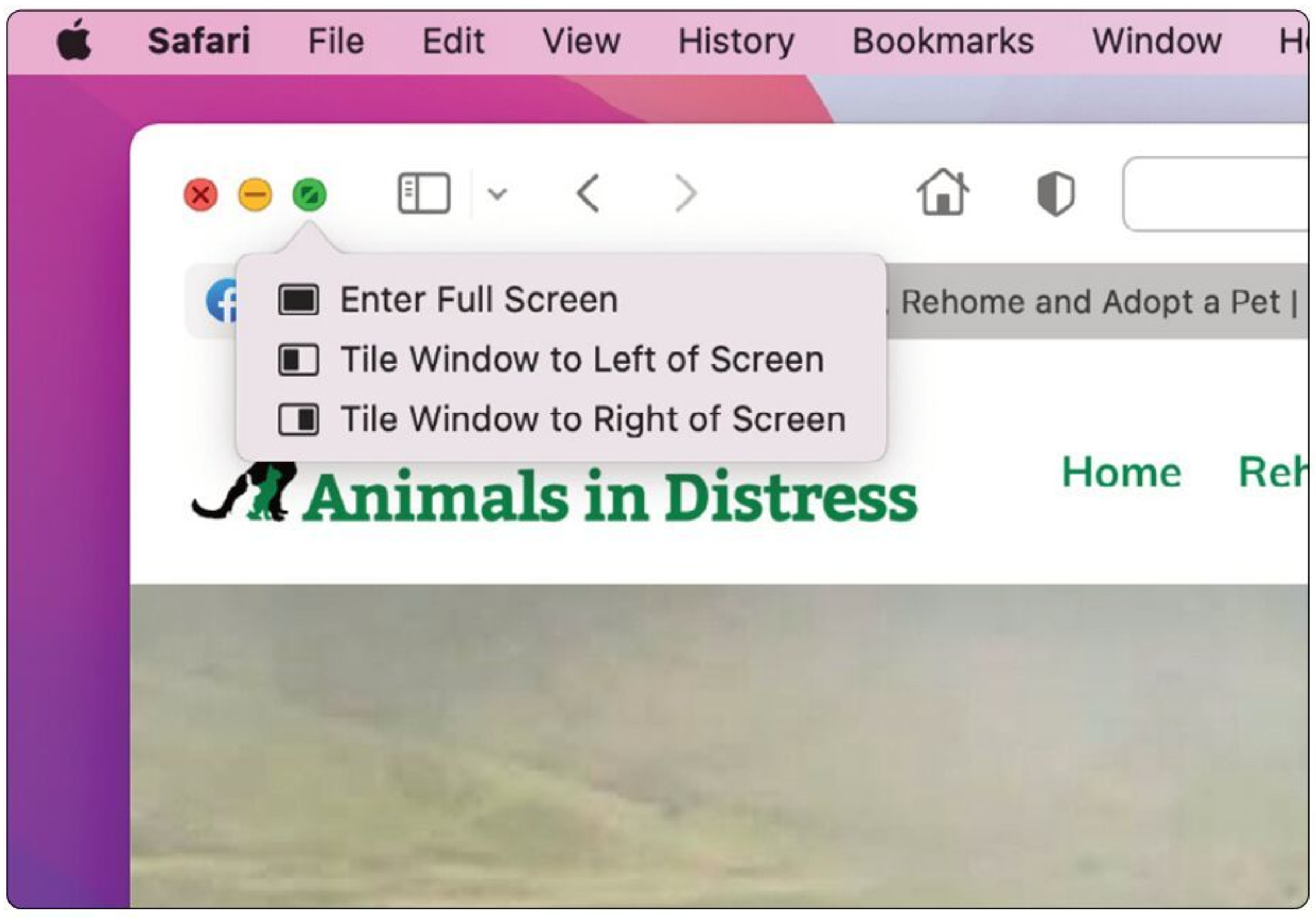
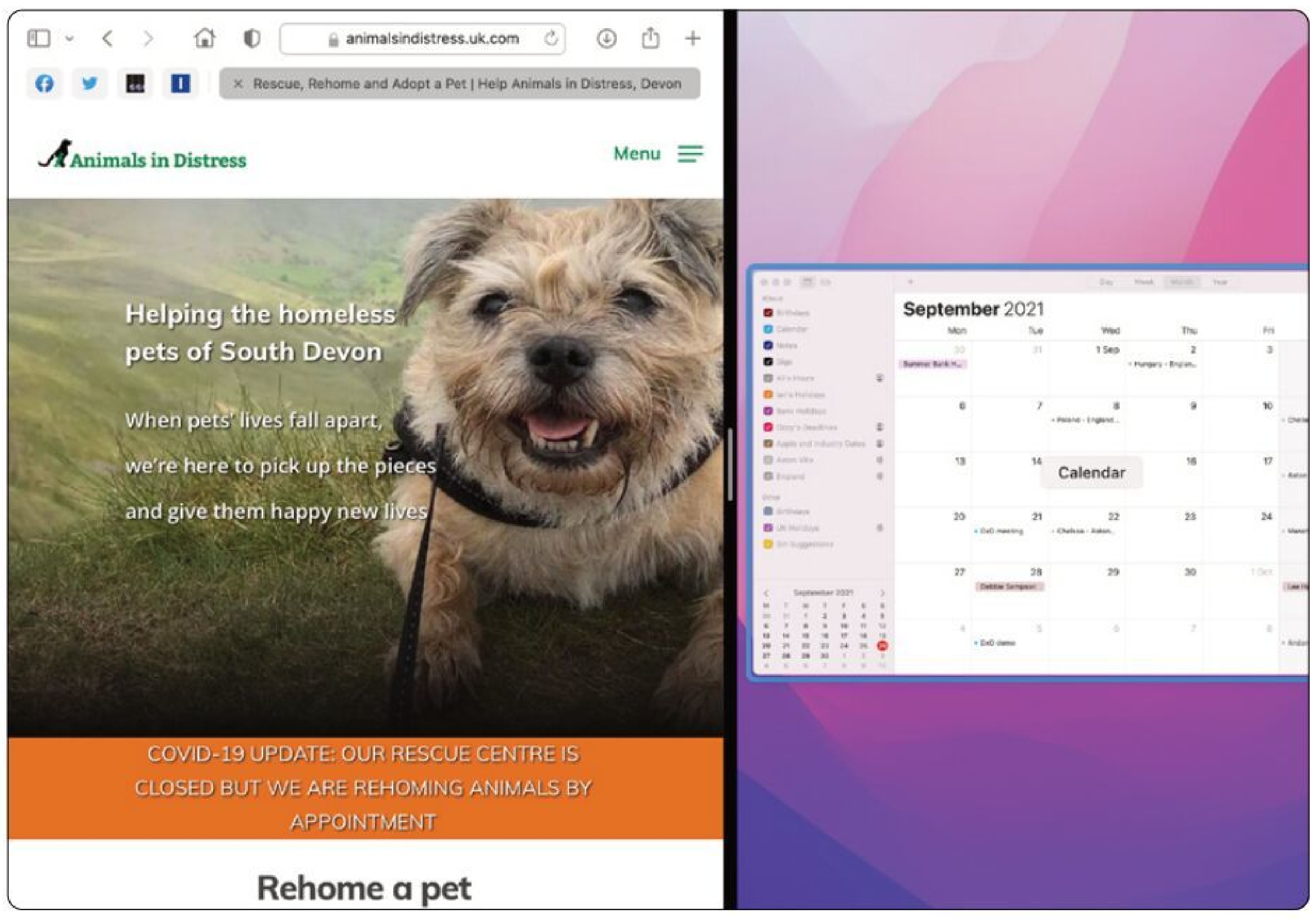
Notes on the BDM Website

Good use of colour. Perhaps we can match the colour of our covers?

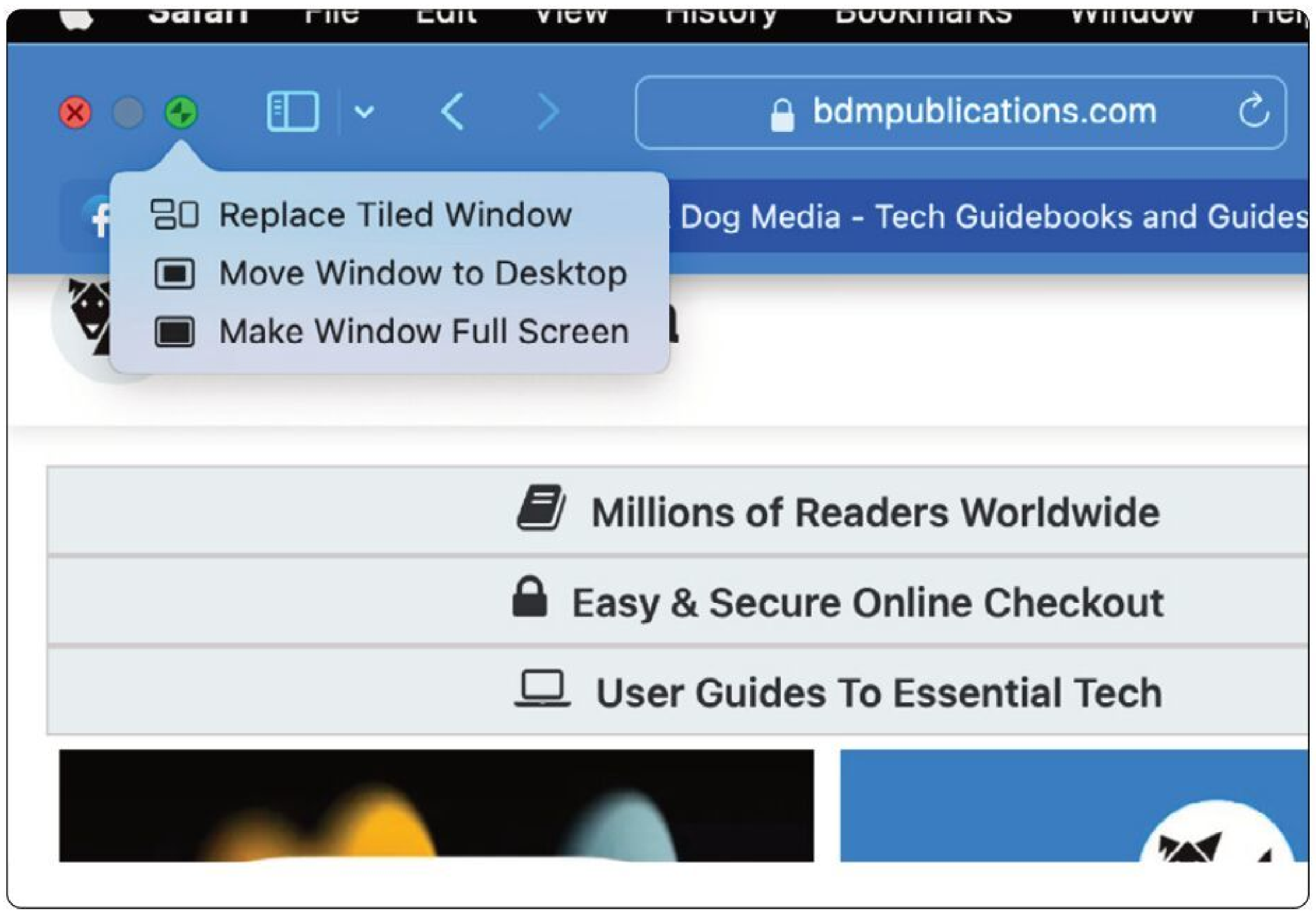
**6** In Split View mode, you can make full use of the two apps, just as if they were each running singly in full-screen mode. If you wish to allocate one app more space than the other, click and drag the black line that divides them.


Safari
File
Edit
View
History
Bookmarks
Window
Enter Full Screen
Tile Window to Left of Screen
Tile Window to Right of Screen
Rehome and Adopt a Pet |
Animals in Distress
Home

**7** Another way of setting up is by using the green window expand/decrease size button (located in the upper left of any open window). With an open app, move the mouse pointer over to the green icon. A sub-menu will appear with options. Choose to either Tile the window to the left or right of the display.


animalsindistress.uk.com
Animals in Distress
Menu
Helping the homeless pets of South Devon
When pets' lives fall apart, we're here to pick up the pieces and give them happy new lives
COVID-19 UPDATE: OUR RESCUE CENTRE IS CLOSED BUT WE ARE REHOMING ANIMALS BY APPOINTMENT
Rehome a pet
September 2021
Calendar

**8** Once the window has been Tiled to the side of the screen you wanted, simply click on the remaining open app which is now displayed in the other half of the screen. This will expand the app to fill the other half of the screen. Again, you can adjust the split by dragging the divider left or right.


bdmpublications.com
Replace Tiled Window
Move Window to Desktop
Make Window Full Screen
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Millions of Readers Worldwide
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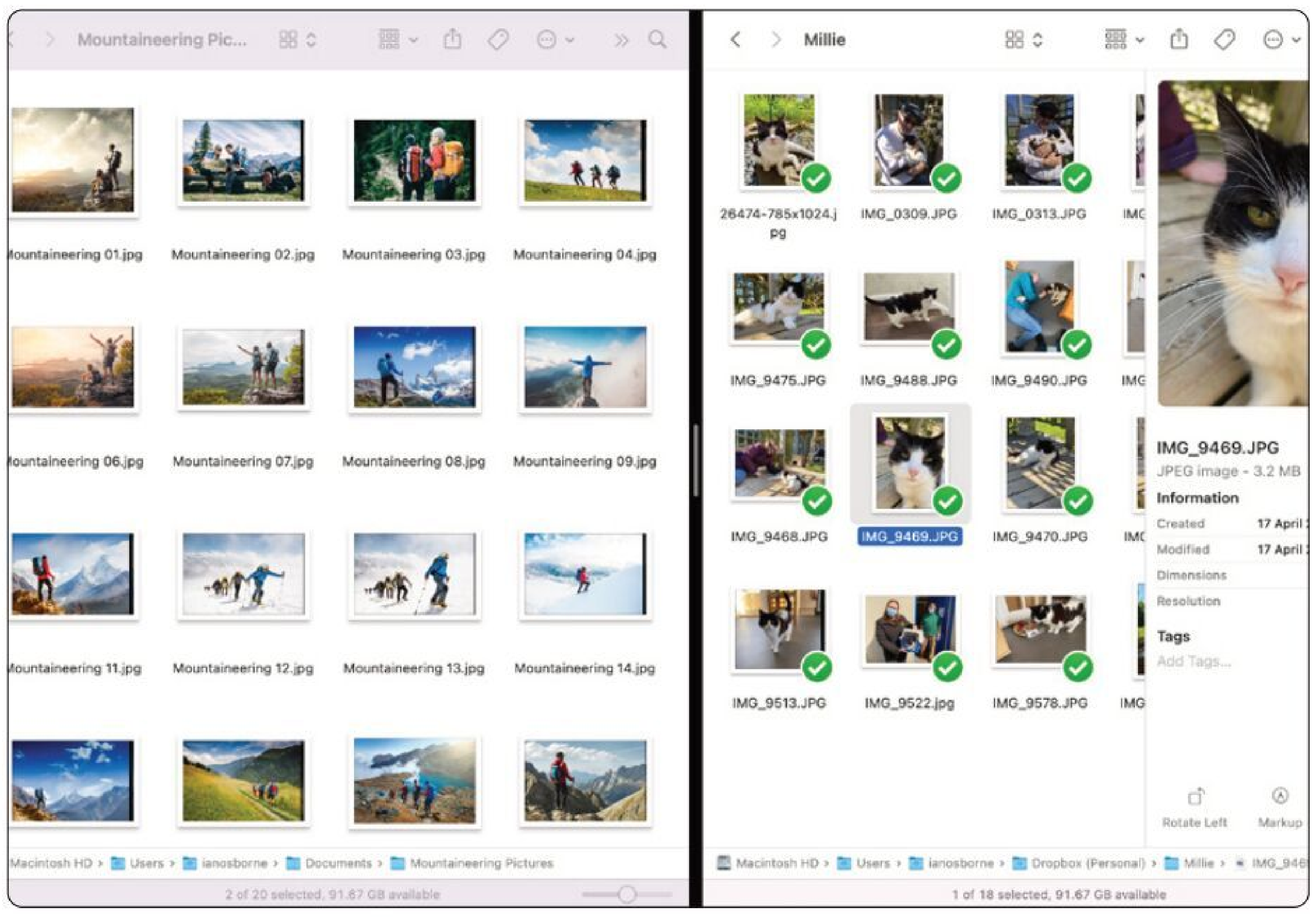
User Guides To Essential Tech

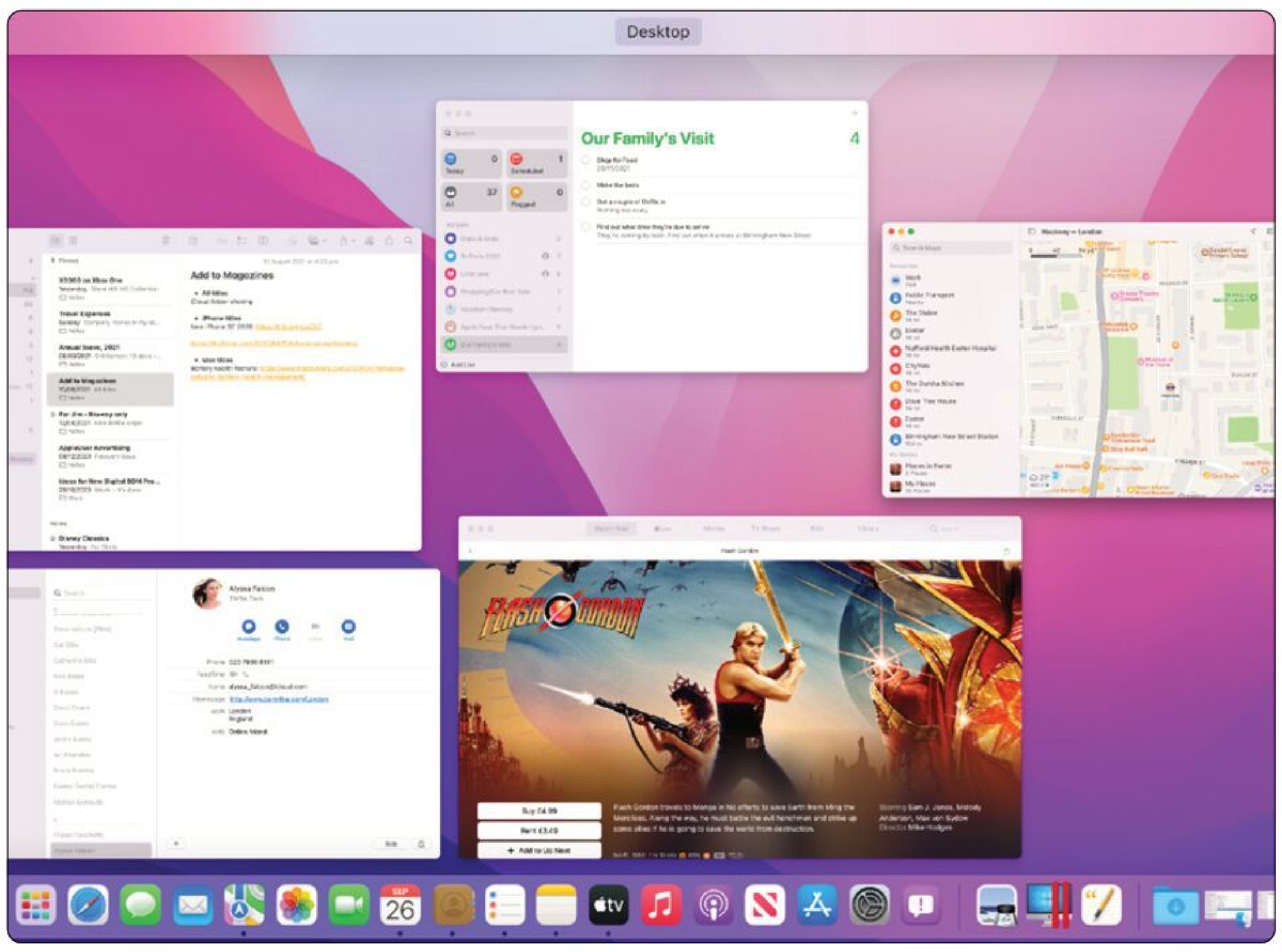
**9** To take an app out of full Split View mode, move the pointer to the top of the screen and click on the green gumdrop. Click and hold it to replace the tiled app with a different one, or move the window to the desktop to take it out of full screen mode.


Mountaineering Pic...
Millie
IMG_9469.JPG

**10** A useful trick with split view apps is to open two Finder windows, allowing you to manually compare and copy between two folders. To copy an item (instead of simply moving it) hold alt while you drag an item from one to another.

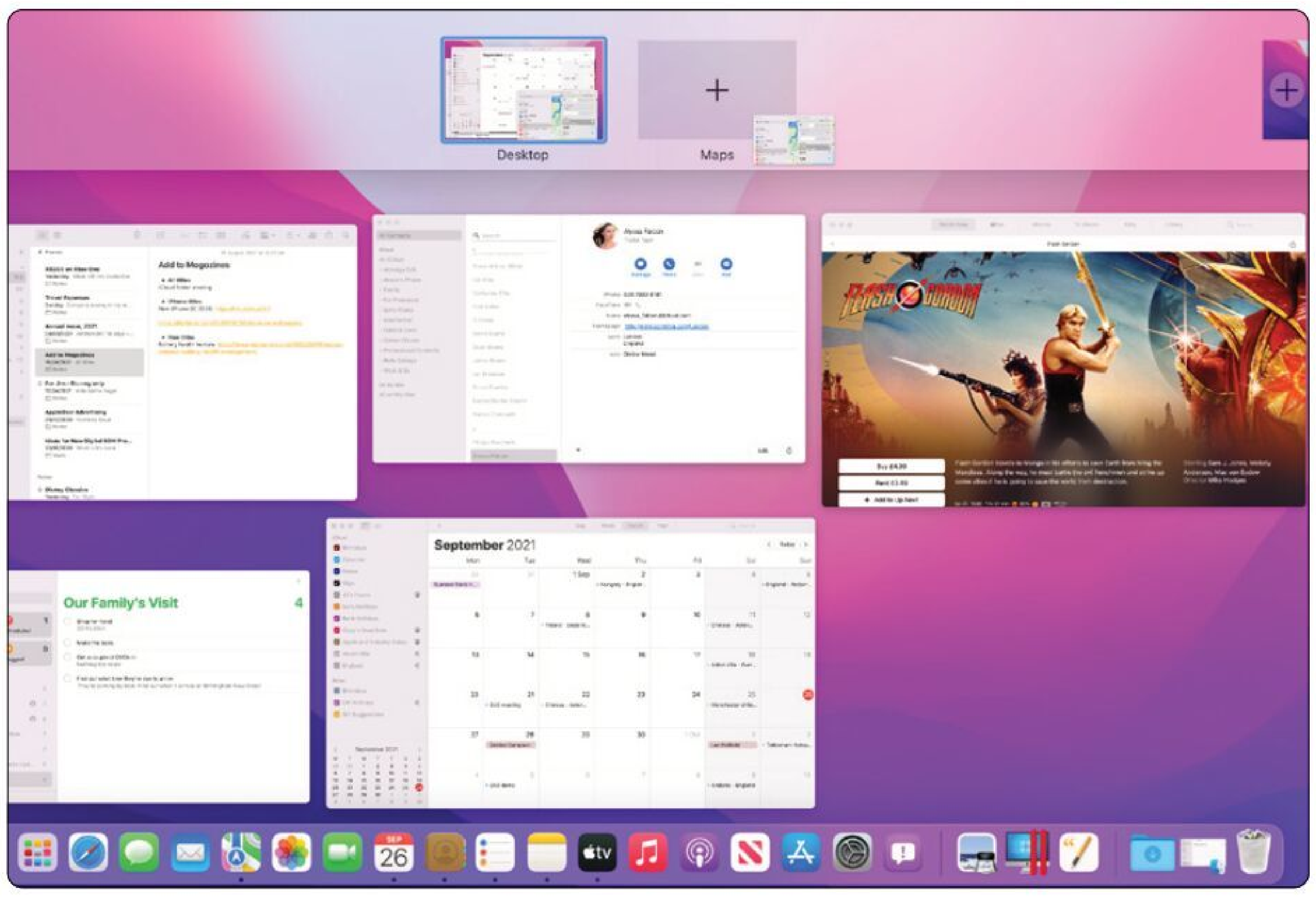
# Managing Your Desktop

The macOS desktop has evolved considerably over the last decade. With cutting-edge features such as Mission Control and Exposé, you're able to make Monterey not just a personalised workspace but also one that's efficient and helps you get the job done. Here's some tips on managing your desktop.

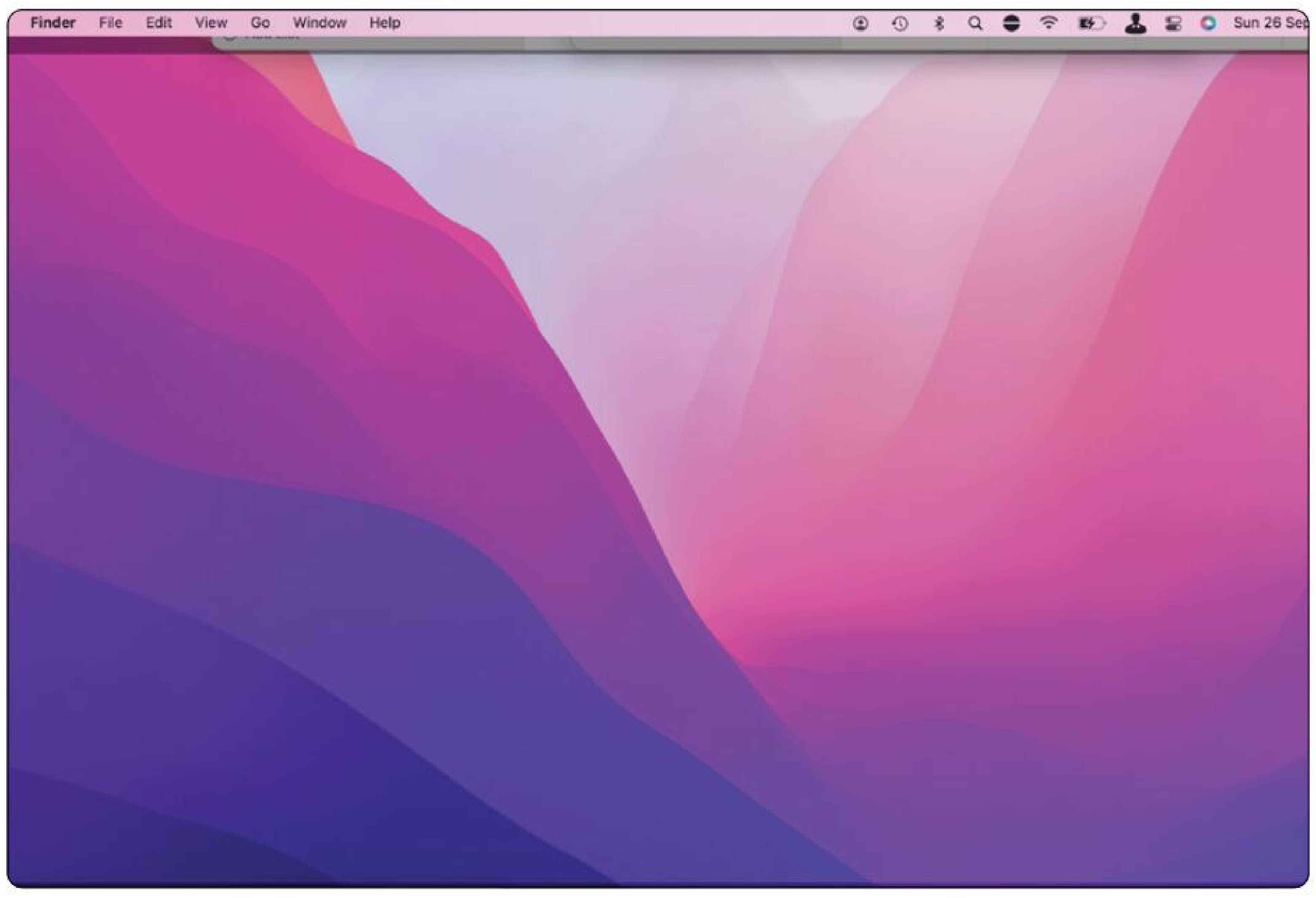


**1** To activate Mission Control, swipe upwards with three fingers on a trackpad or tap the F3 key on your keyboard. This is unchanged from previous versions of the Mac's operating system, unless you've modified the gesture settings yourself.

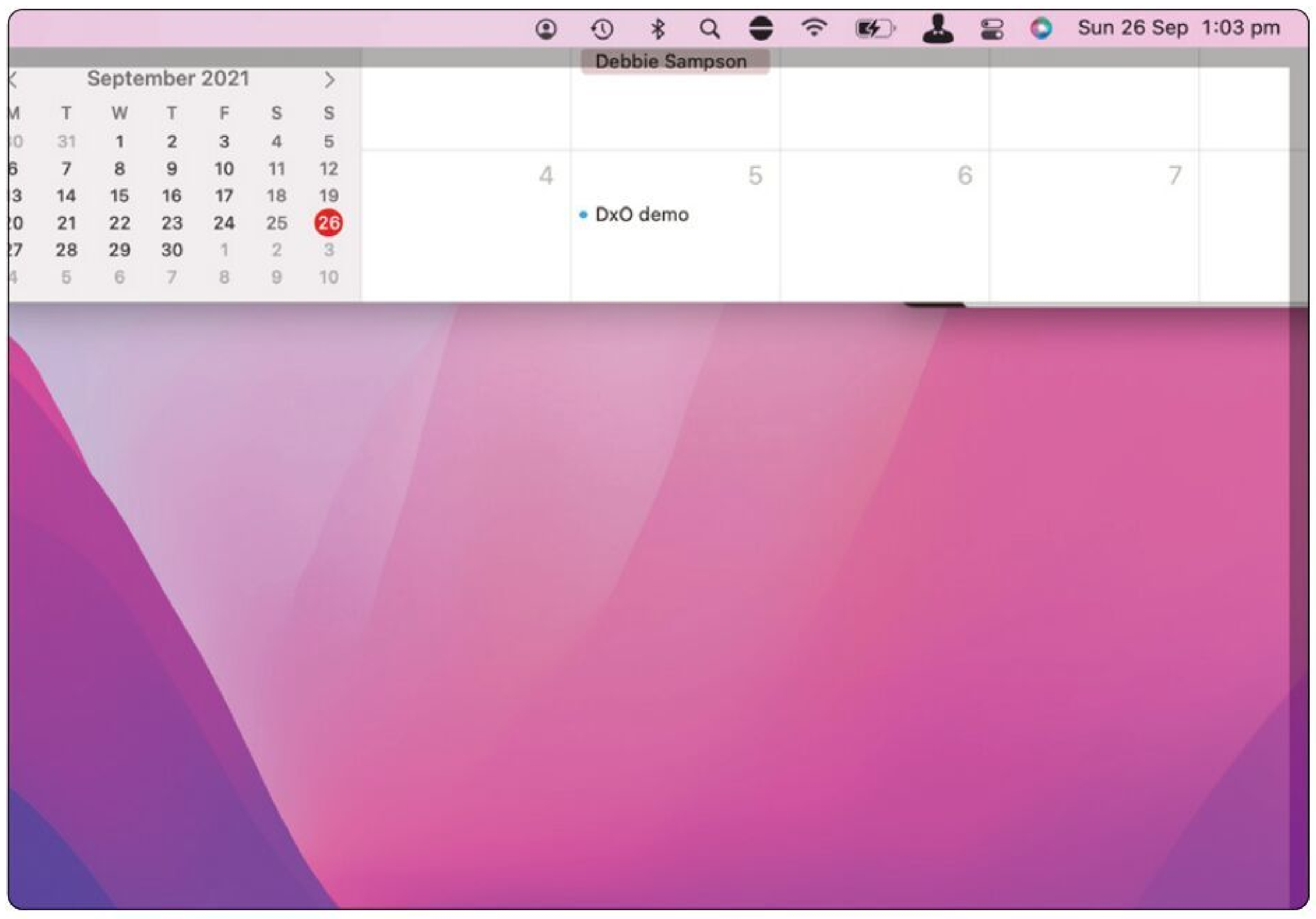
**2** Unlike older versions of Mission Control, open windows are presented in a single layer instead of being stacked according to which application produced them. Click on a window to bring its app to the fore.



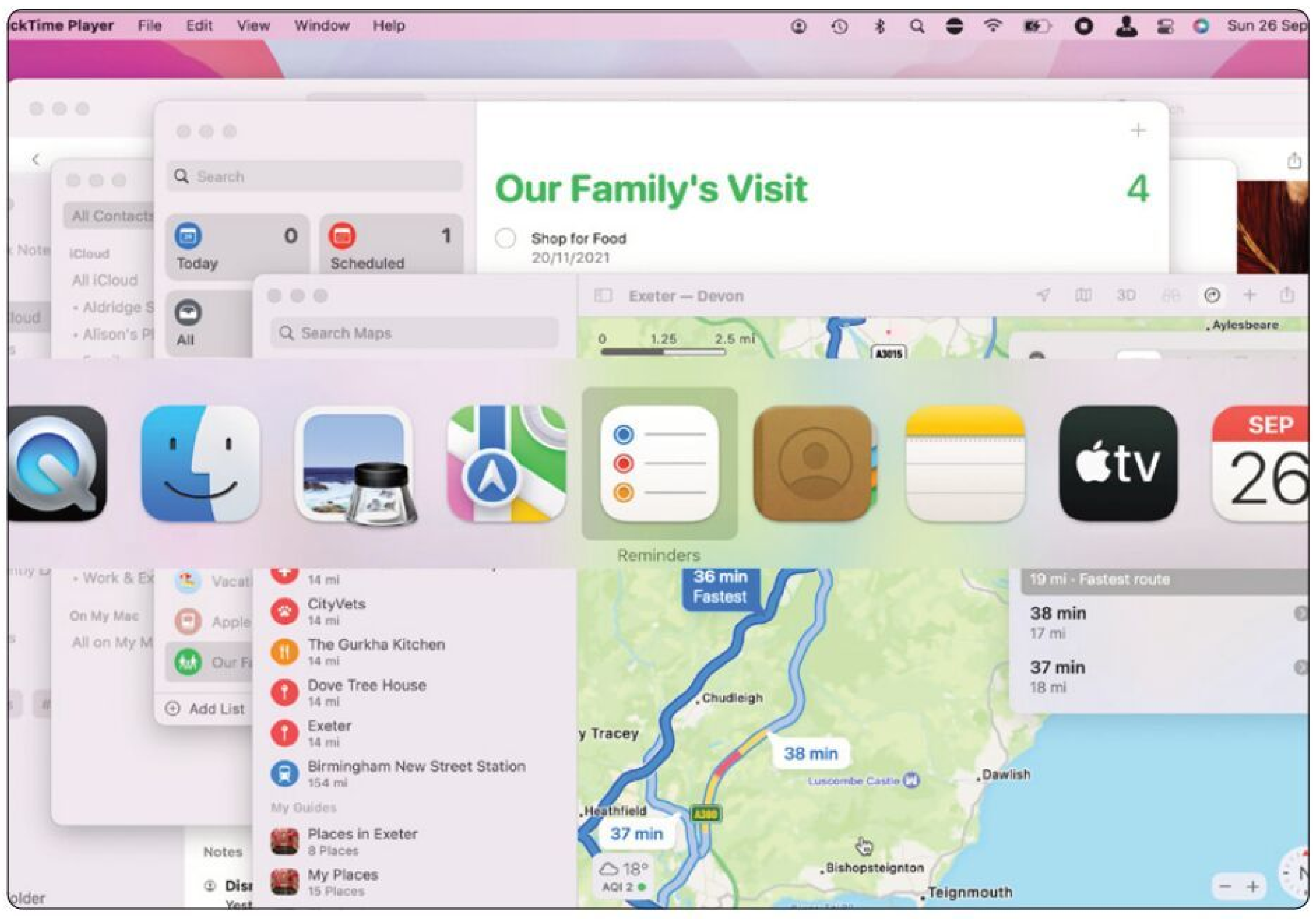
**3** You can open a document or app in full screen from Mission Control simply by dragging its window upwards, onto the strip showing the desktops. You can also create a new desktop space by clicking the plus sign, whether this Spaces bar is open or not.



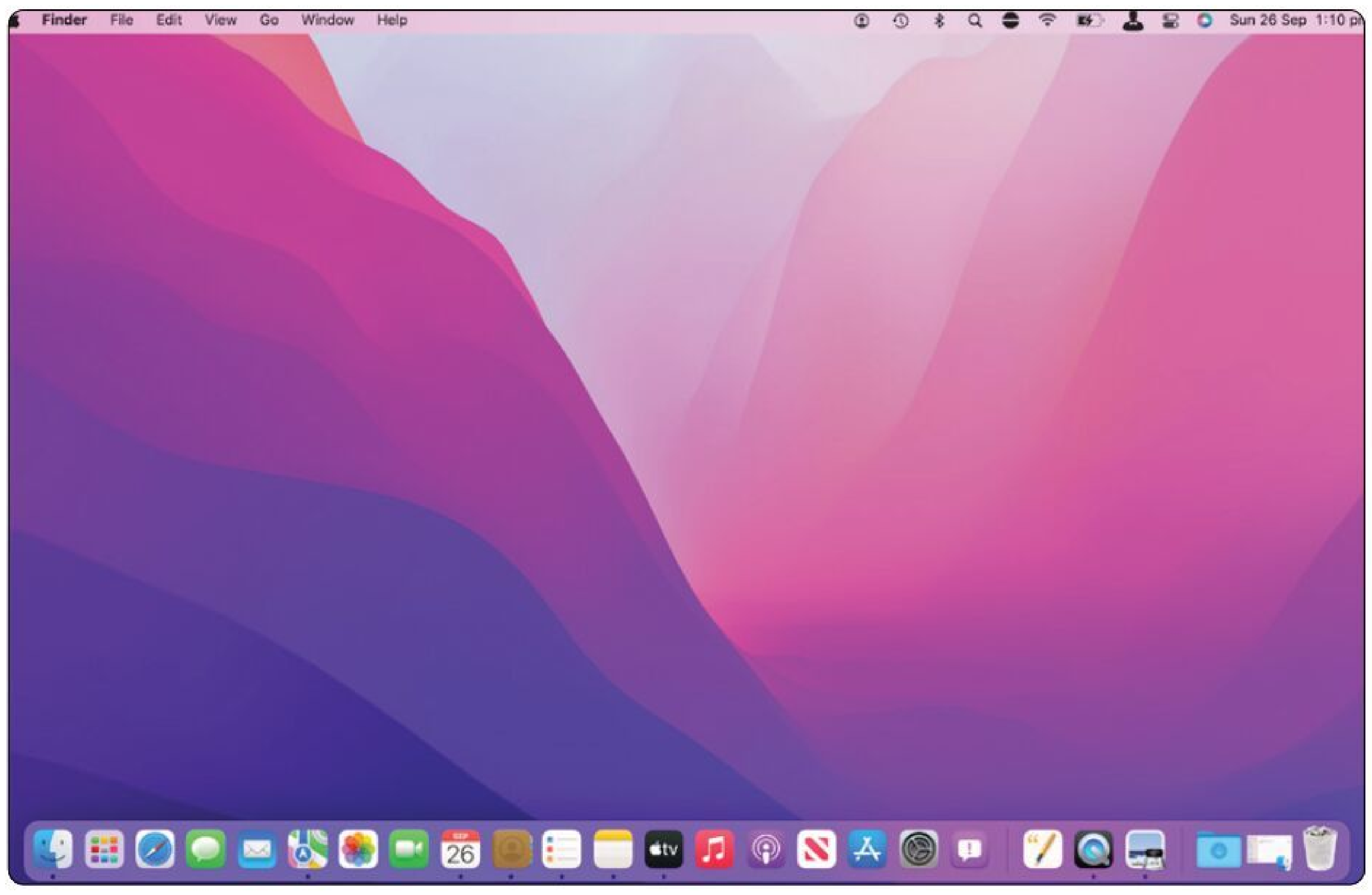
**4** You can still use the Exposé buttons, just like in previous versions of macOS. F3 takes you straight to Mission Control. You can clear the Desktop with Fn-F11 too. Or alternatively, place four fingers on the trackpad and move them away from each other.



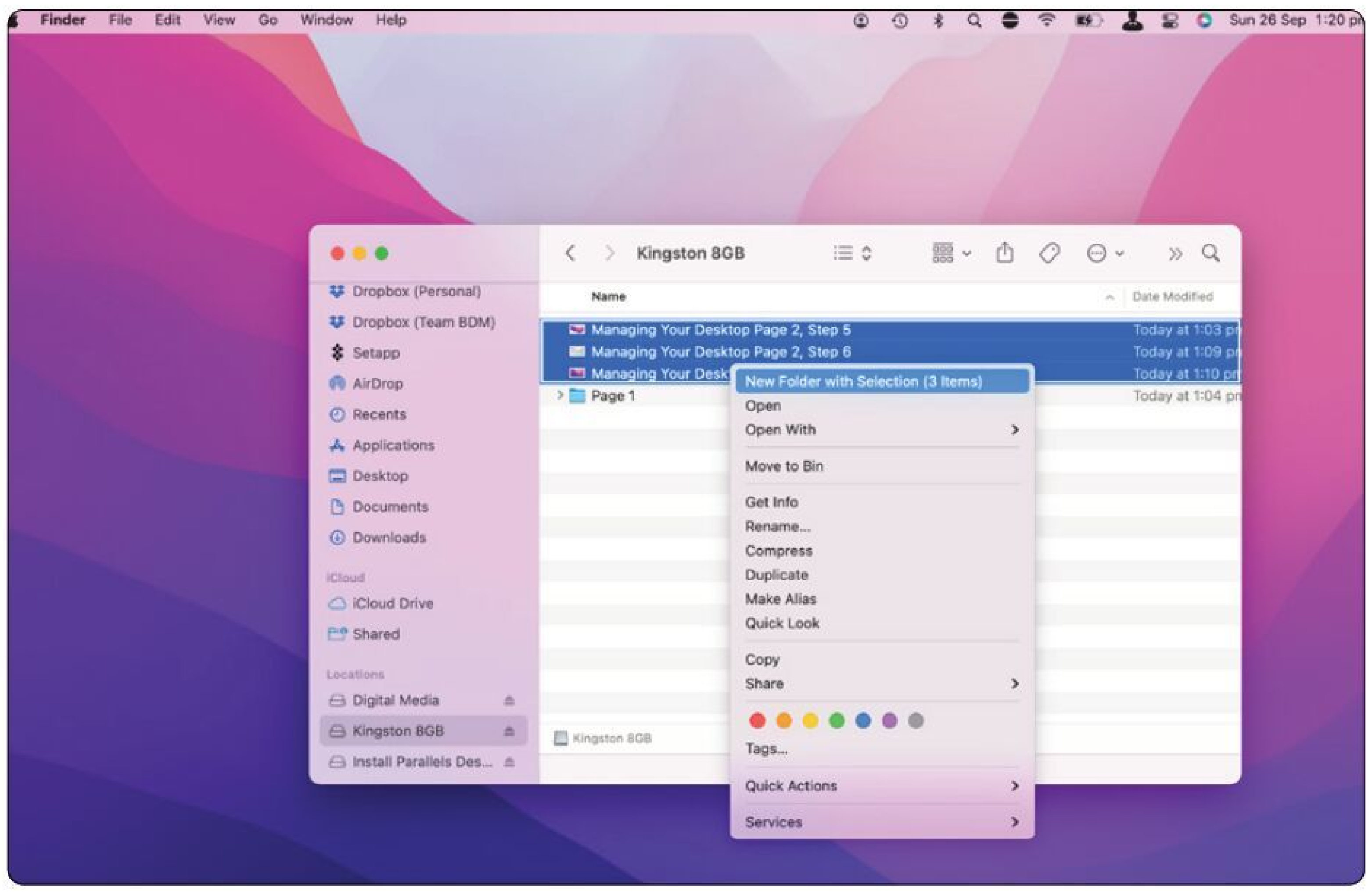
**5** To return your apps to the desktop, either click on the edge of the app, as seen in the margins of the desktop while in the Exposé view, or place four fingers on your trackpad and move them towards each other, instead of away from each other or use the Exposé button.



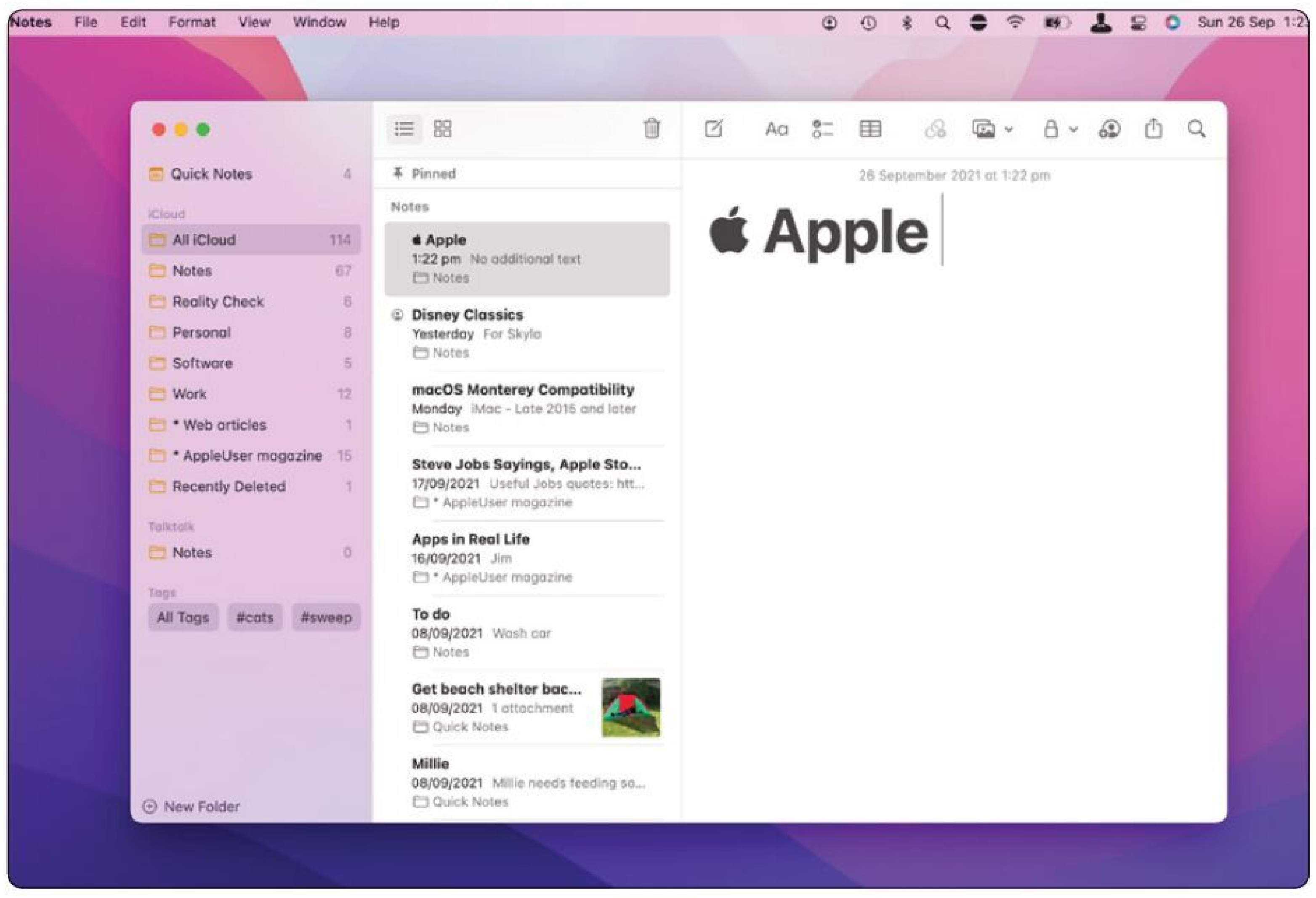
**6** You can quickly cycle through the currently open apps on your desktop in macOS by holding the Command key and pressing the Tab key. You can also press 'Q' to quit any of the applications or 'H' to minimise them. This is called the App Switcher, and it's a much underused feature of macOS.



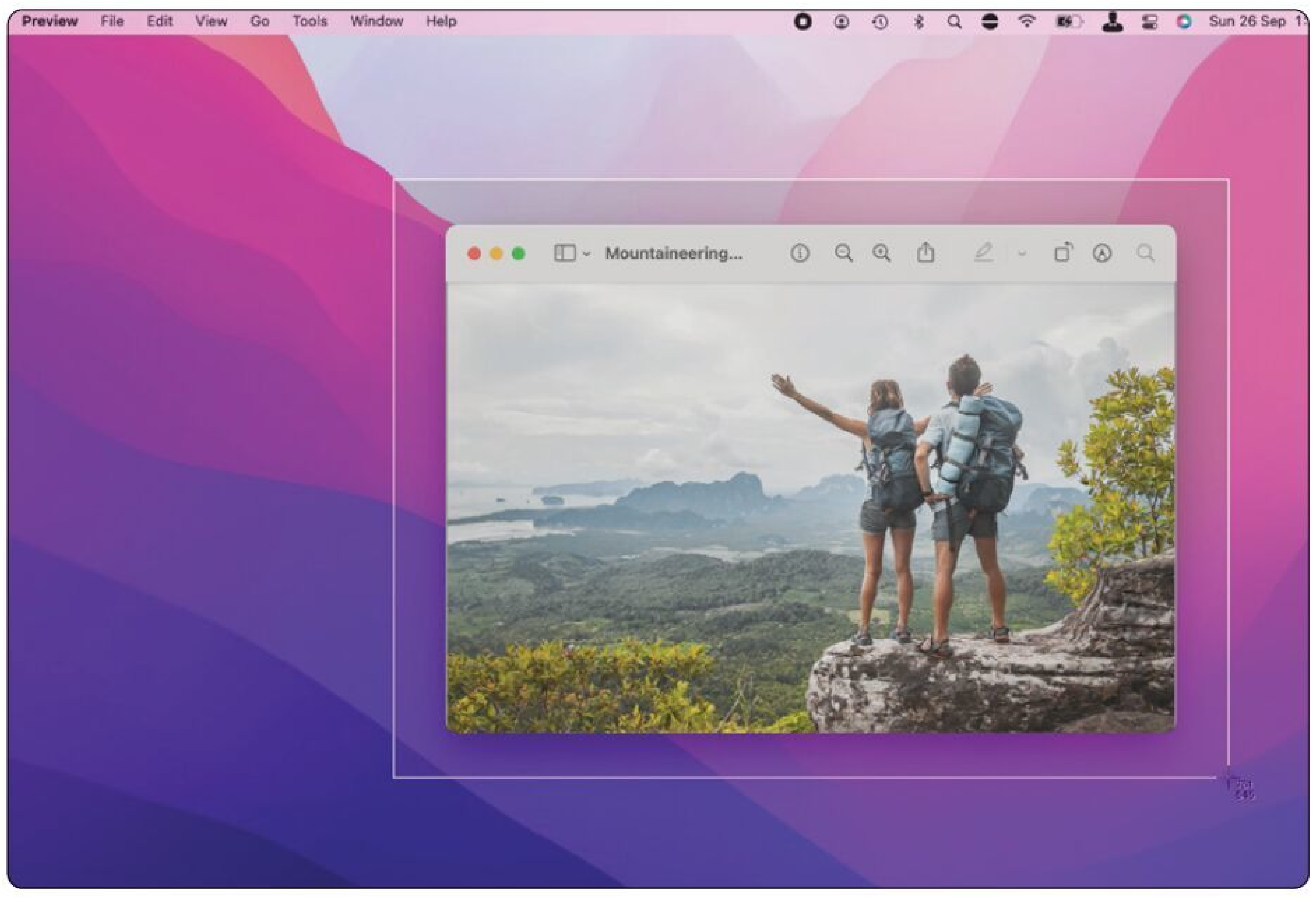
**7** Regardless of whether you've set your Dock to automatically show and hide, you can quickly open and close it by pressing cmd-alt-D. If it's open, this hides it. If it's closed, the key combination opens it.



**8** You can group multiple files into a single folder by highlighting them, right-clicking and selecting 'New Folder with Selection' from the menu. This creates a new folder containing the files. You can then name the folder.



**9** If you're after something a little alternative, then try this. You can add the Apple icon to any file or folder name or even enter it into Notes or any other app. For example, create a new folder on the desktop and when you're ready to name it press Alt-Shift-K to create the Apple icon.

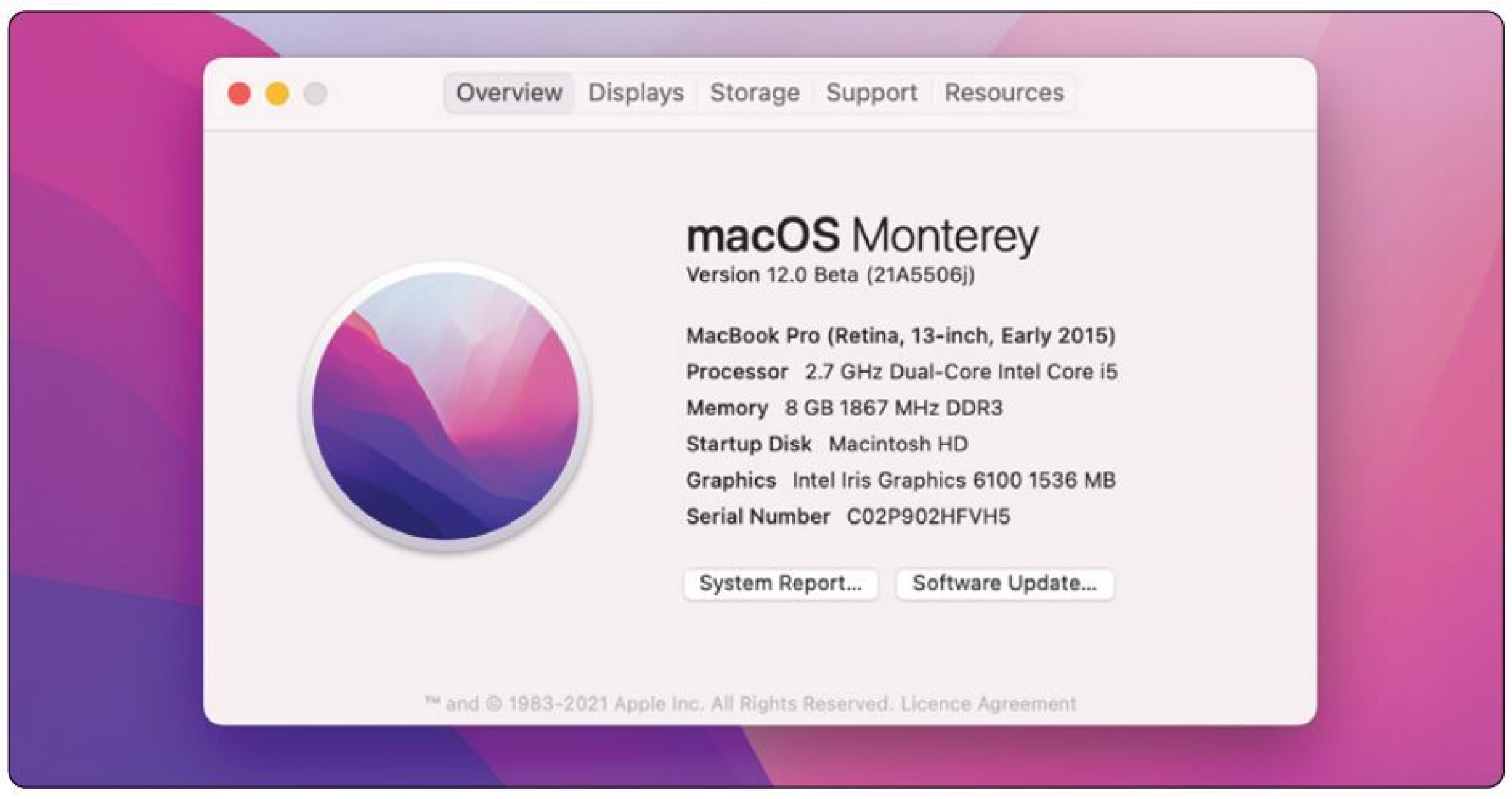


**10** You can take a screenshot of your desktop by pressing cmd-Shift-3 but if you want a more specific area to screenshot, then try cmd-Shift-4. This will change the cursor into a crosshair, for you to drag a box around the actual area you want instead of the whole screen.

# Continuity Feature On Apple Devices

With a Mac running OS X 10.10 or later, and a mobile device with iPadOS or iOS 8 or later installed, your Apple gear works together seamlessly. You can make and receive calls on your Mac, send and receive text messages on any of your devices, and share files between your Mac, iPad, and iOS devices with AirDrop.

## Wi-Fi Instant Hotspot


Overview
Displays
Storage
Support
Resources
System Report...
Software Update...

macOS Monterey
Version 12.0 Beta (21A5506j)

MacBook Pro (Retina, 13-inch, Early 2015)
Processor 2.7 GHz Dual-Core Intel Core i5
Memory 8 GB 1867 MHz DDR3
Startup Disk Macintosh HD
Graphics Intel Iris Graphics 6100 1536 MB
Serial Number C02P902HFVH5

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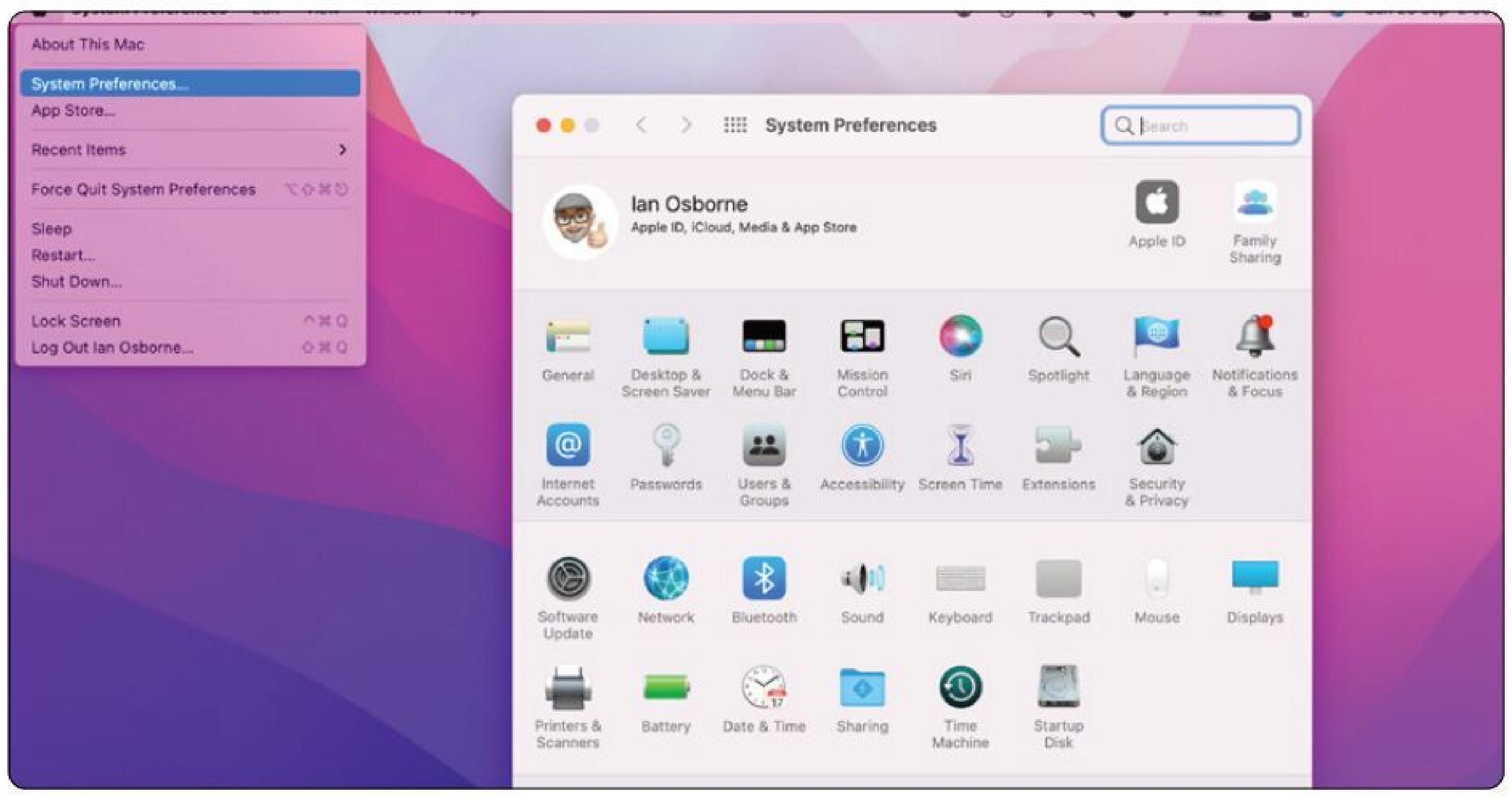
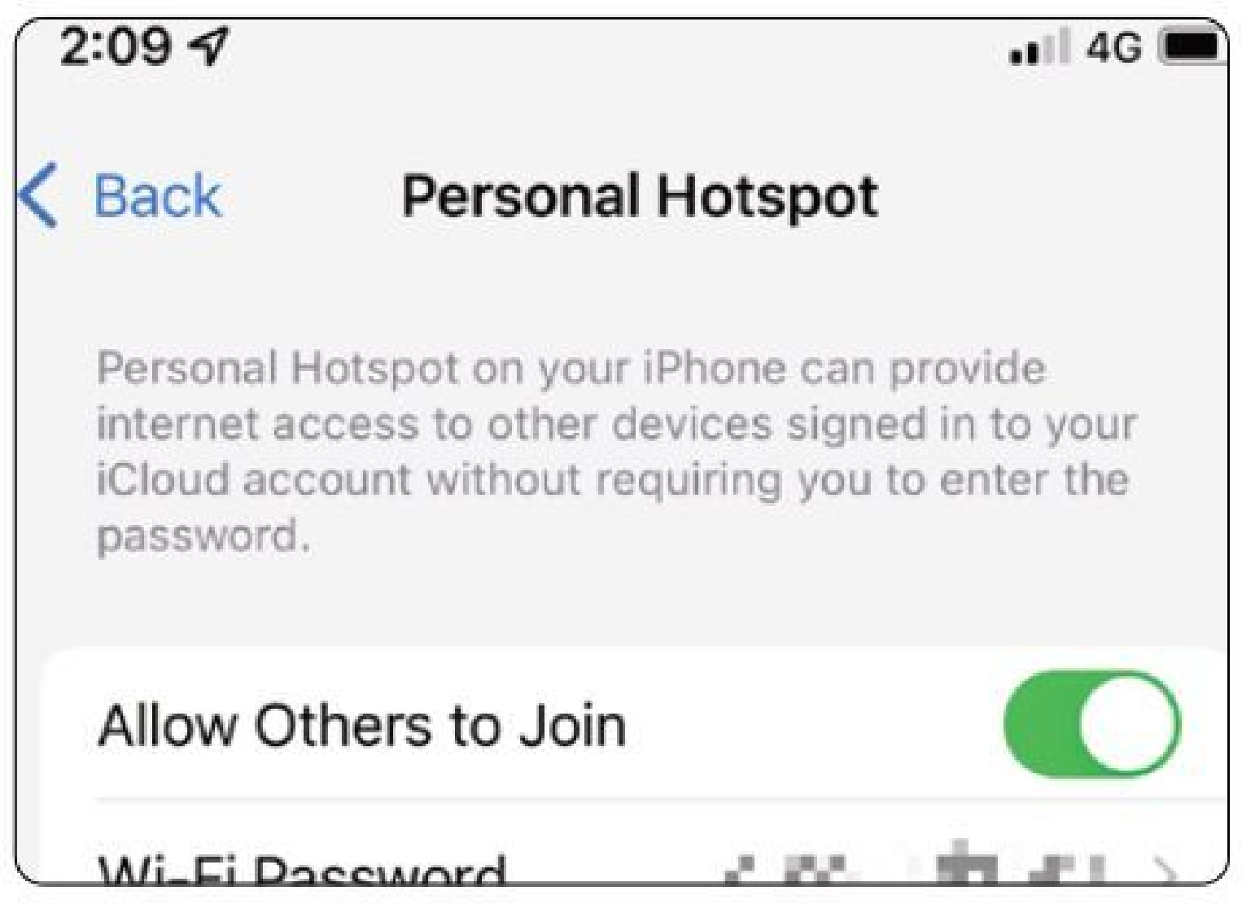

About This Mac
System Preferences...
App Store...
Recent Items
Force Quit System Preferences
Sleep
Restart...
Shut Down...
Lock Screen
Log Out Ian Osborne...
System Preferences
Ian Osborne
Apple ID, iCloud, Media & App Store
Apple ID
Family Sharing
General
Desktop & Screen Saver
Dock & Menu Bar
Mission Control
Siri
Spotlight
Language & Region
Notifications & Focus
Internet Accounts
Passwords
Users & Groups
Accessibility
Screen Time
Extensions
Security & Privacy
Software Update
Network
Bluetooth
Sound
Keyboard
Trackpad
Mouse
Displays
Printers & Scanners
Battery
Date & Time
Sharing
Time Machine
Startup Disk

**1** Instant Hotspot's system requirements are stringent. A Mac must be mid-2012 or newer and running Yosemite or later. To find out when your Mac was made, click on the Apple icon in the top left and select About This Mac. An iOS device must be an iPhone 5 or later, iPad (4th gen) or later, an iPod touch (5th gen) or later or any iPad mini.

**2** Make sure your Mac and all the devices you want to use with Instant Hotspot are signed into the same iCloud account. On an iPadOS or iOS device, go to Settings > [Your Name] > iCloud and on a Mac, open System Preferences (under the Apple menu, top left corner or from the Dock) and click on Apple ID > Overview.

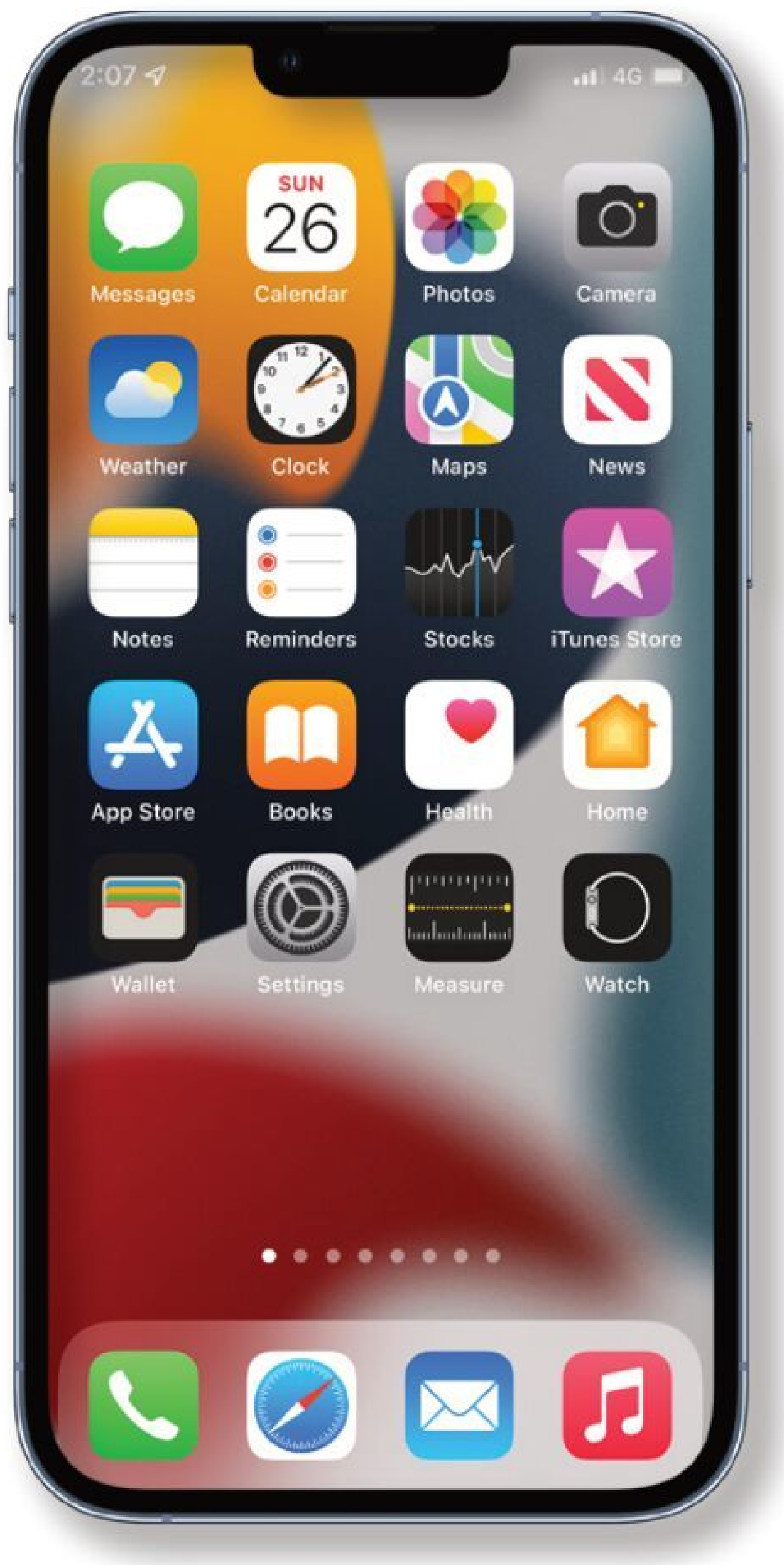
**3** Make sure your iPhone has a cellular connection to the Internet. You should see a 3G or 4G symbol at the top of the screen. Make sure Personal Hotspot is switched on too. To do this open the Settings app and then open the Mobile Data link. Look for the Personal Hotspot option, and if it isn't on already, switch it on.

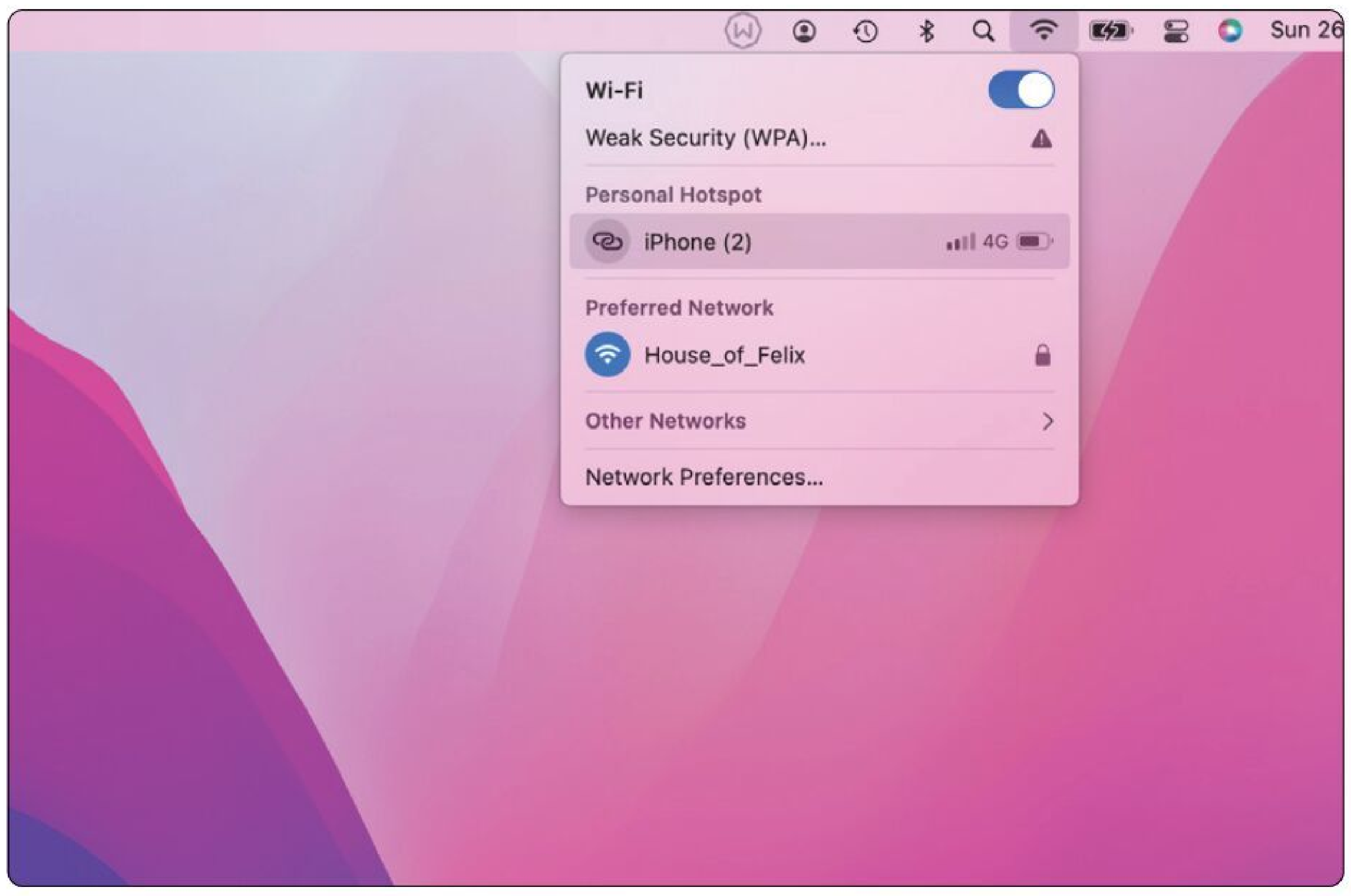

2:09
4G
Back
Personal Hotspot

Personal Hotspot on your iPhone can provide internet access to other devices signed in to your iCloud account without requiring you to enter the password.

Allow Others to Join

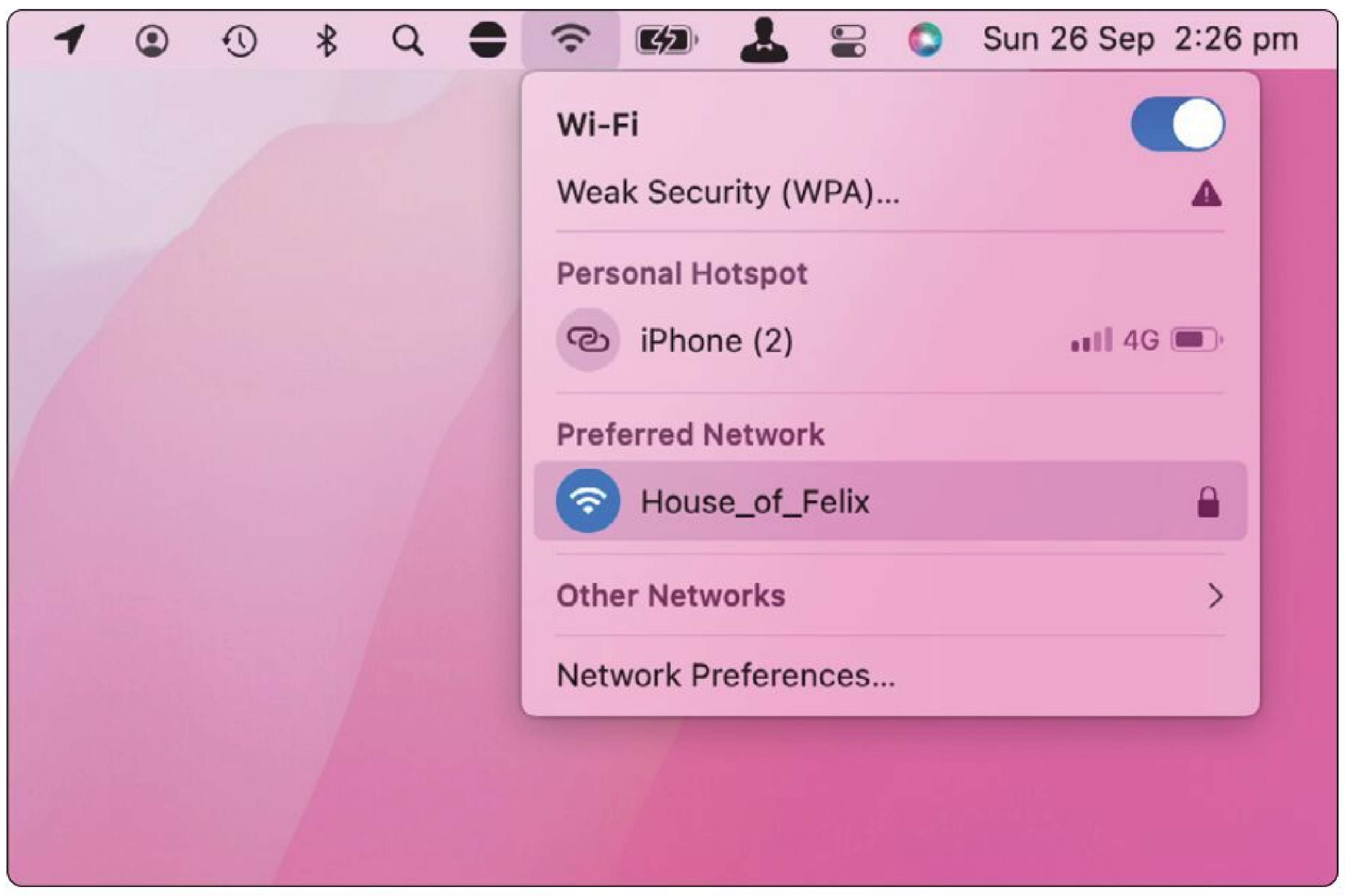
Wi-Fi Password


2:07
4G
SUN
26
Messages
Calendar
Photos
Camera
Weather
Clock
Maps
News
Notes
Reminders
Stocks
iTunes Store
App Store
Books
Health
Home
Wallet
Settings
Measure
Watch

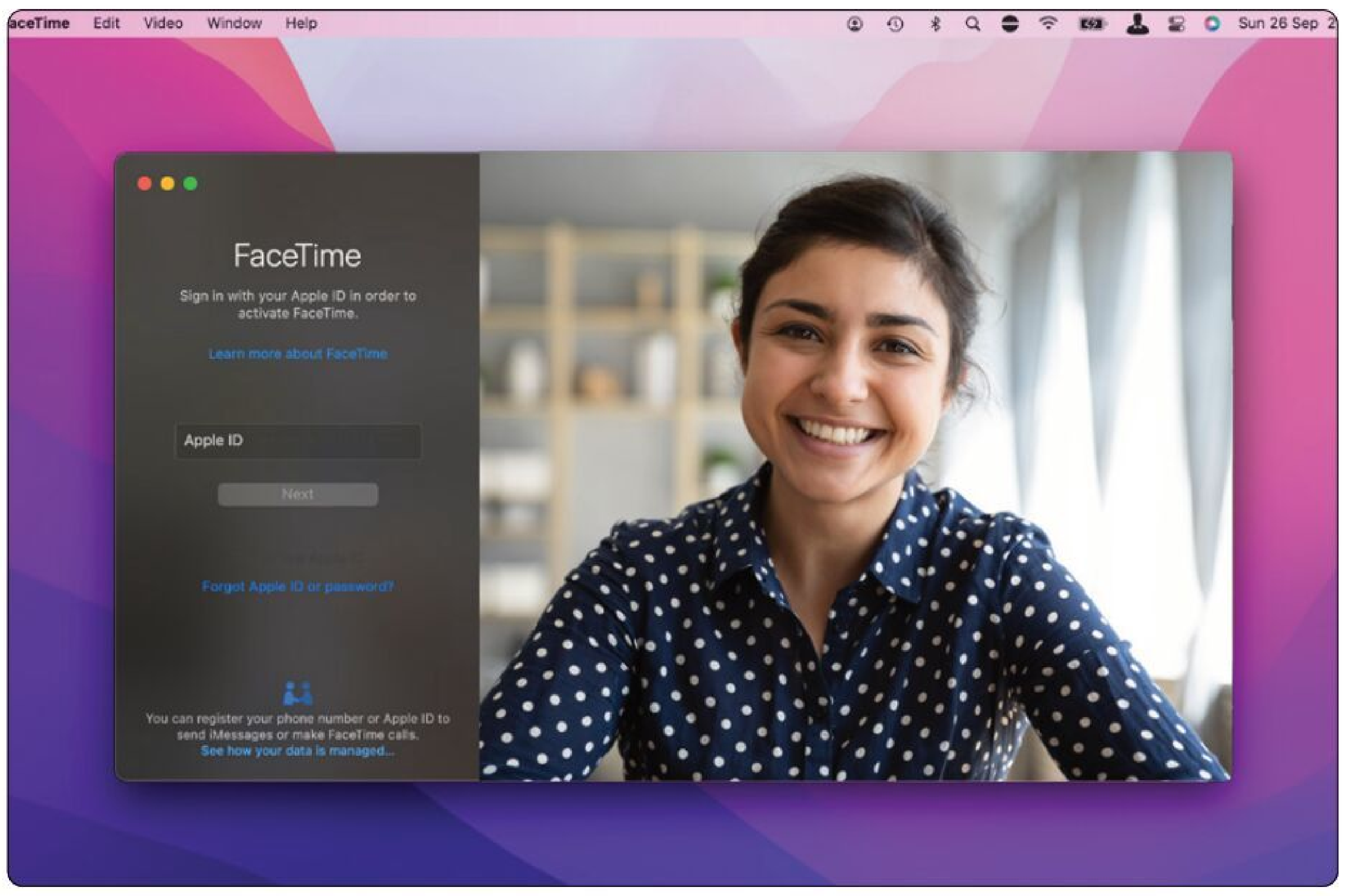

Sun 26
Wi-Fi
Weak Security (WPA)...
Personal Hotspot
iPhone (2)
4G
Preferred Network
House_of_Felix
Other Networks
Network Preferences...

**4** To access your Instant Hotspot Internet connection, on a Mac, click on the Wi-Fi menulet in the top right of the screen and select your iPhone from the list. On an iOS device, do the same through Settings > Wi-Fi. An indicator on the top of the iPhone's screen shows a connection. If this fails, check your mobile phone carrier supports personal hotspots.

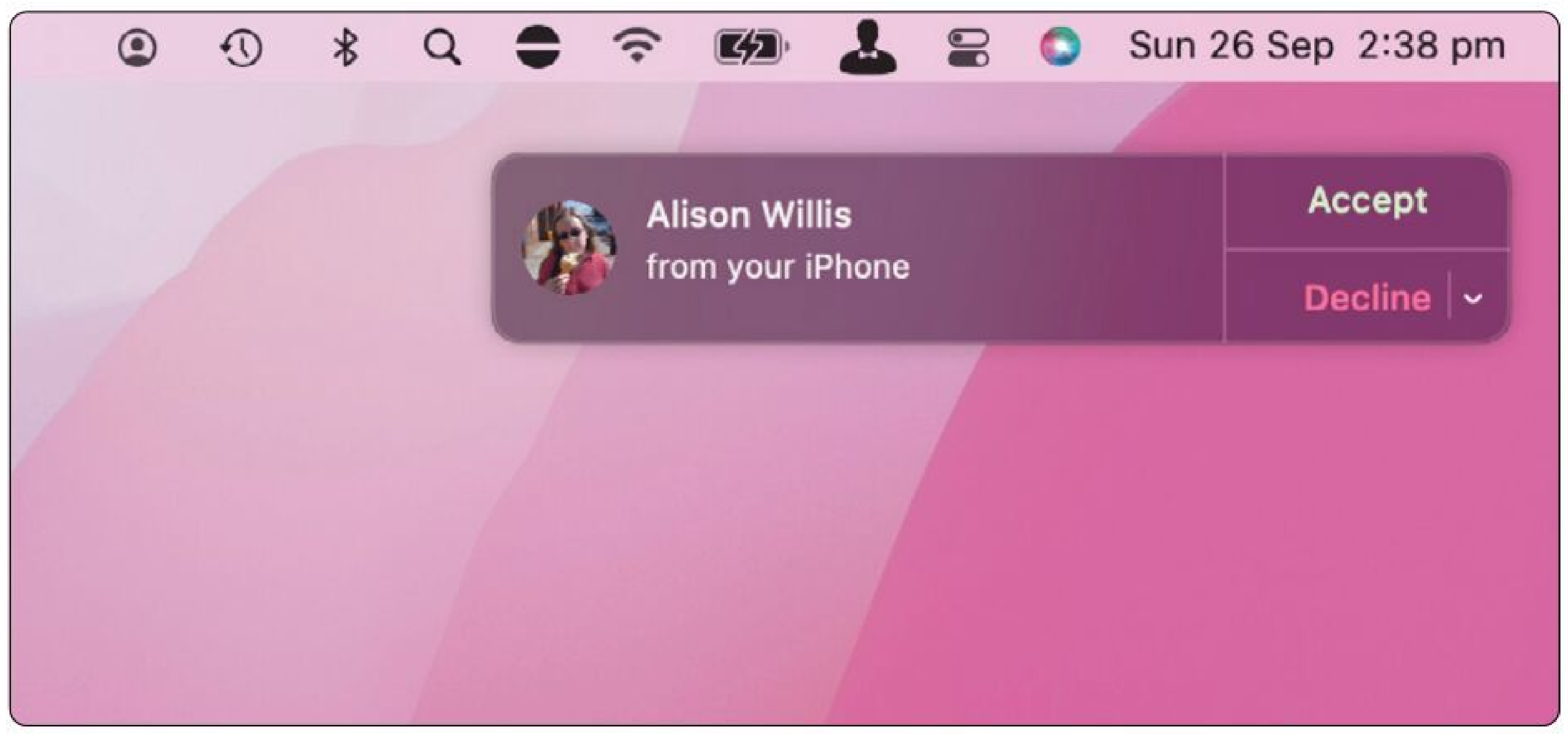
# Phone Calls


Sun 26 Sep 2:26 pm
Wi-Fi
Weak Security (WPA)...
Personal Hotspot
iPhone (2)
4G
Preferred Network
House_of_Felix
Other Networks
Network Preferences...

**1** All Macs and iOS devices you wish to use for Continuity phone calls must be logged into the same iCloud account, and also on the same Wi-Fi network. On your Mac, click the Wi-Fi menulet in the top right end of the menu bar at the top of the desktop. On an iPadOS or iOS device, open Settings and look at what's listed under Wi-Fi.

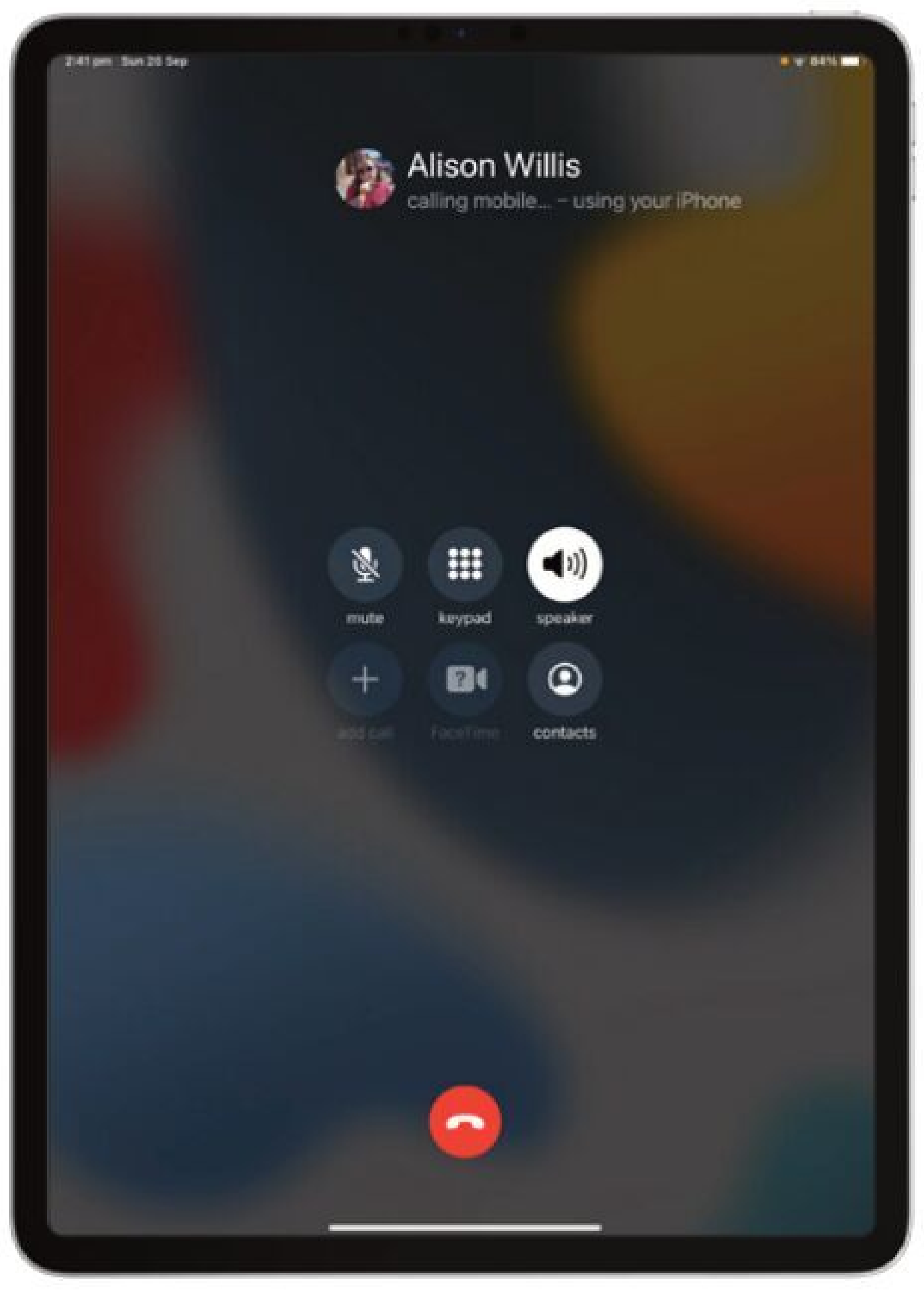

FaceTime
Edit
Video
Window
Help
FaceTime
Sign in with your Apple ID in order to activate FaceTime.
Learn more about FaceTime
Apple ID
Next
Forgot Apple ID or password?

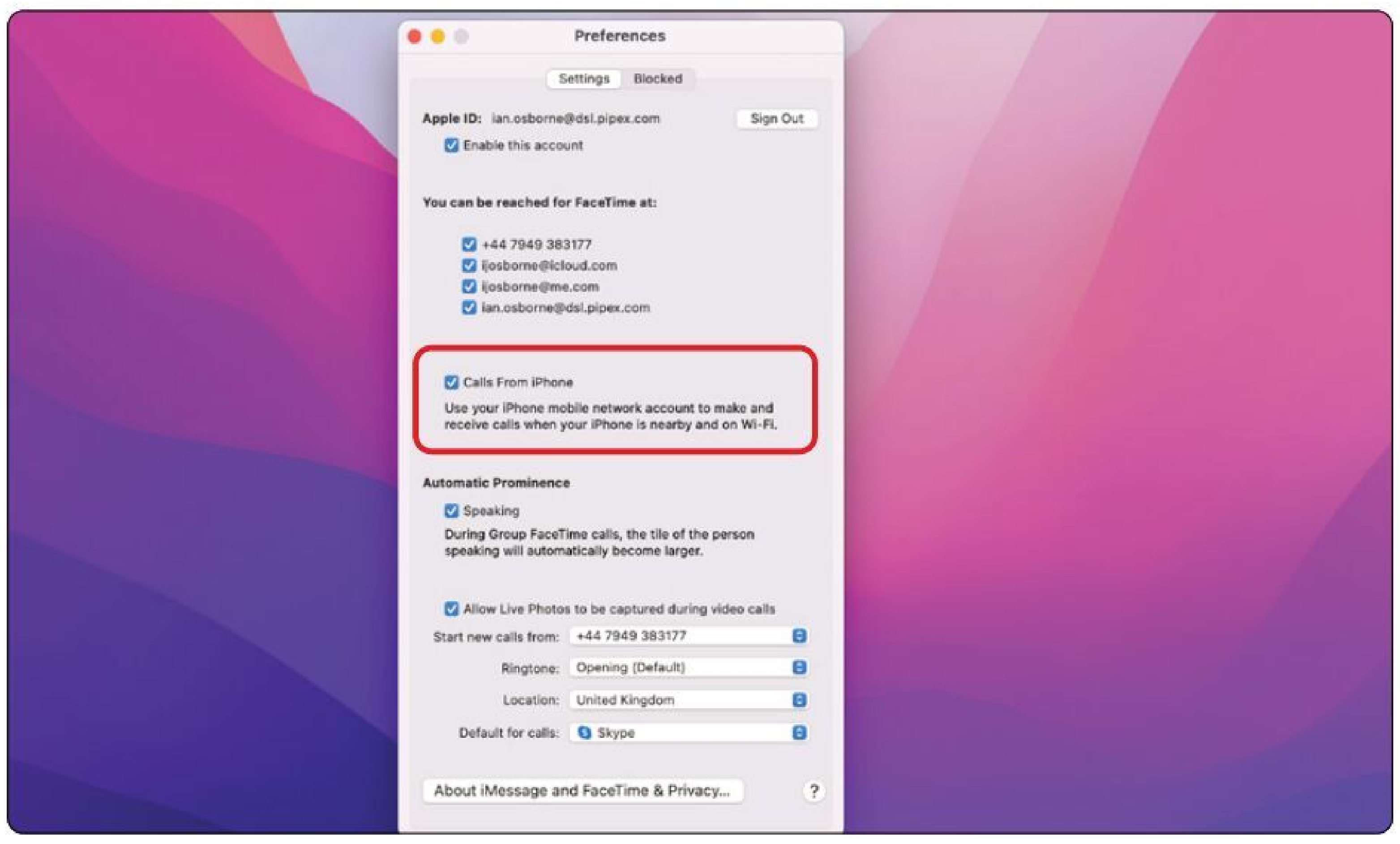
**2** All devices must be signed into FaceTime with the same iCloud account. On a Mac, launch FaceTime and sign in. If already signed in with a different account, from the FaceTime pull-down menu, open Preferences and sign out. On an iOS device, go to Settings > FaceTime and sign in. On your iPhone, FaceTime and iPhone Mobile Calls must be on.


Sun 26 Sep 2:38 pm
Alison Willis
from your iPhone
Accept
Decline

**3** To answer a call on your Mac, wait for the notification to appear. You can then click on one of the options. Answering the call on your Mac means using its built-in mic and speakers, so be careful about taking a private call in a public place. To make a call on your Mac, click a phone number in Contacts, Calendar or Safari.

**4** To initiate a call using an iPad or iOS device other than an iPhone, tap on a number in Contacts, Calendar or Safari. To answer an incoming call on this device, use Slide to Answer, as instructed on the screen. With your Mac and your iOS devices set up to use Continuity Phone Calls, all your devices ring when there's an incoming call.


Alison Willis
calling mobile... – using your iPhone
mute
keypad
speaker
add call
FaceTime
contacts


Preferences

Settings | Blocked

Apple ID: ian.osborne@dsl.pipex.com Sign Out

☑ Enable this account

You can be reached for FaceTime at:

☑ +44 7949 383177
☑ ijosborne@icloud.com
☑ ijosborne@me.com
☑ ian.osborne@dsl.pipex.com

☑ Calls From iPhone
Use your iPhone mobile network account to make and receive calls when your iPhone is nearby and on Wi-Fi.

Automatic Prominence

☑ Speaking
During Group FaceTime calls, the tile of the person speaking will automatically become larger.

☑ Allow Live Photos to be captured during video calls

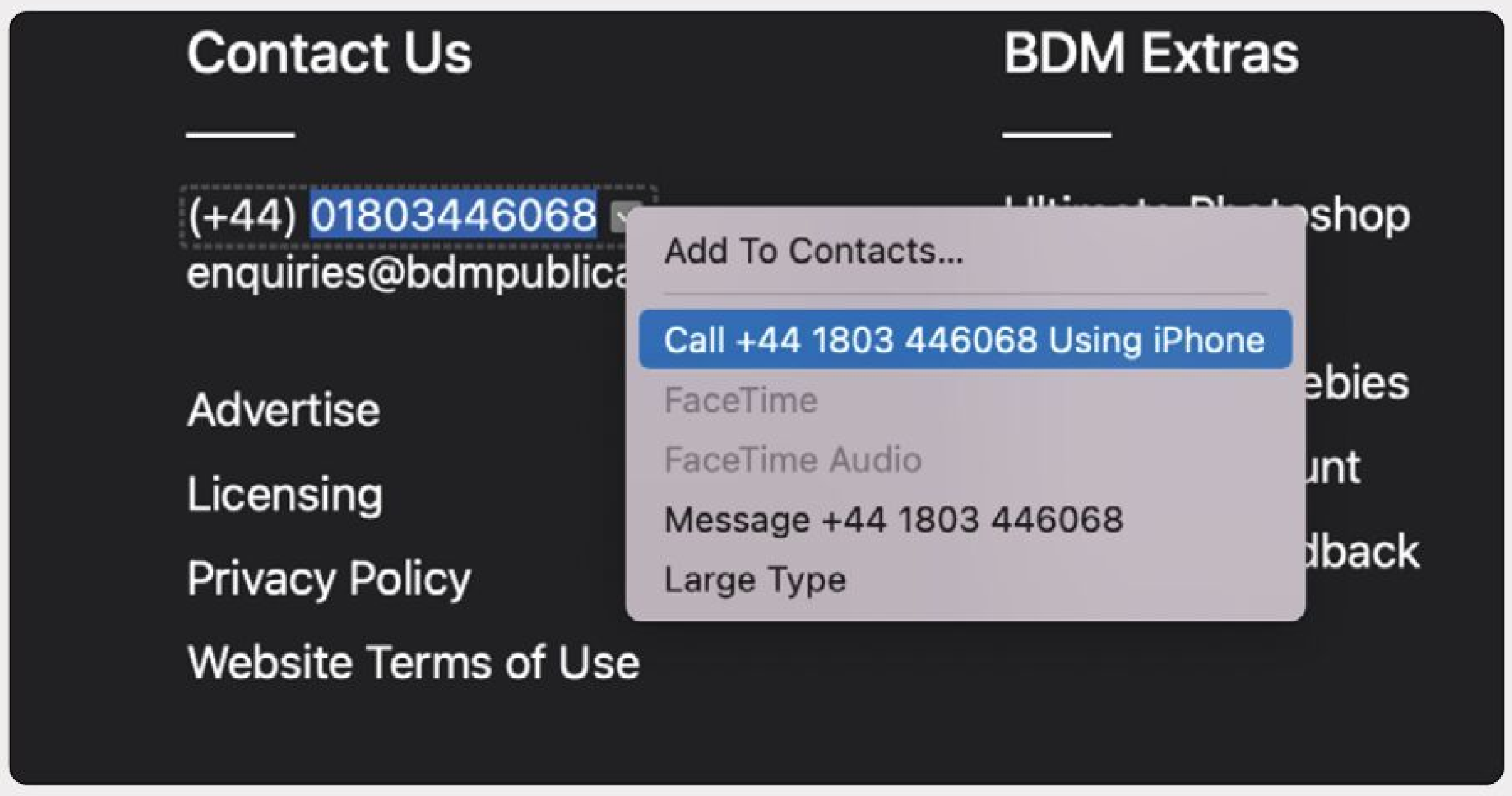
Start new calls from: +44 7949 383177
Ringtone: Opening (Default)
Location: United Kingdom
Default for calls: Skype

About iMessage and FaceTime & Privacy...

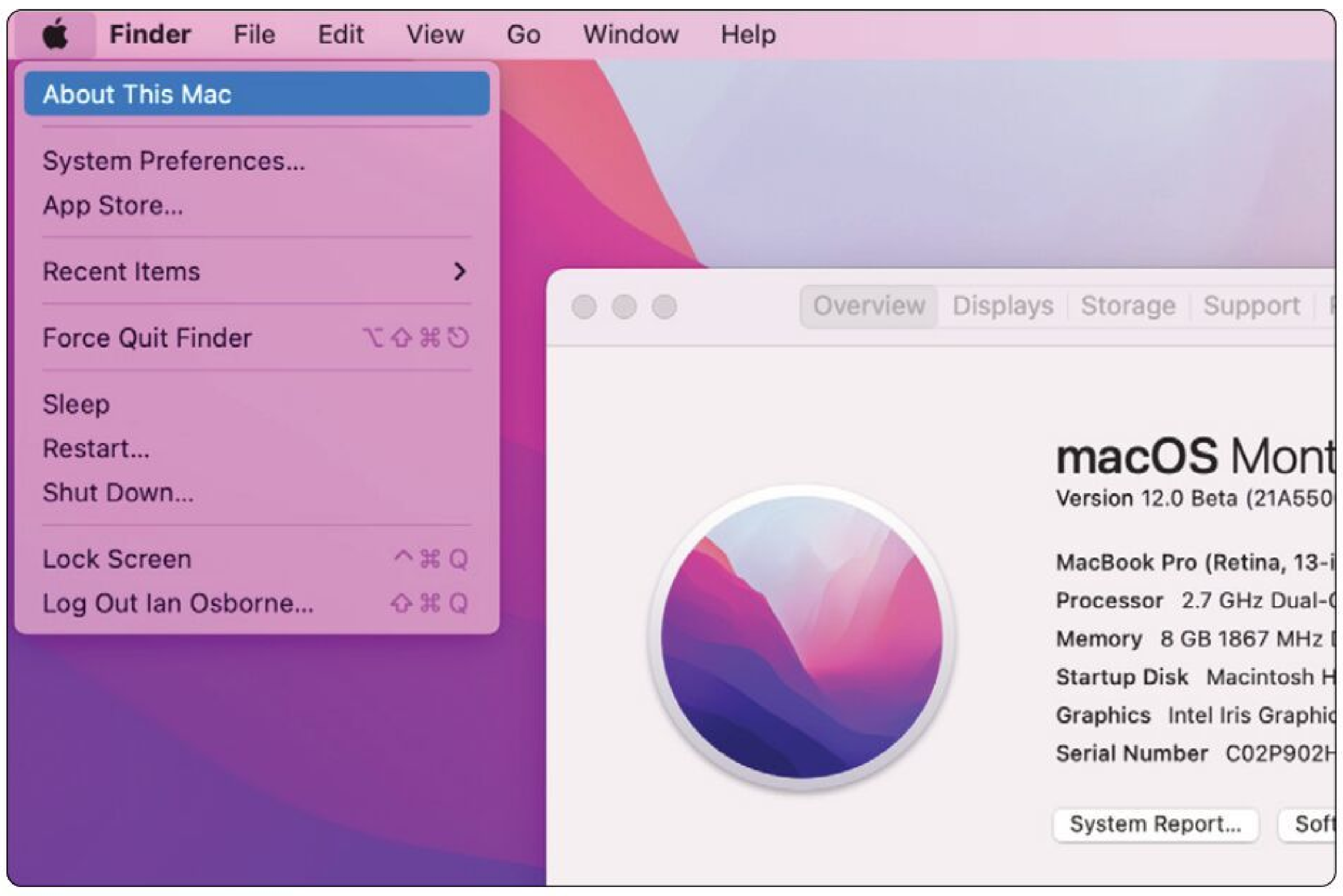
**5** To switch off Continuity Phone Calls on one or more of your Apple devices, on a Mac, open FaceTime's preferences and uncheck the box marked 'Calls From iPhone'. On an iOS device, go to Settings > FaceTime and turn off 'iPhone Mobile Calls'. The device is then unable to use Continuity Phone Calls until you switch it on again.

## Calling from a Mac.

You can place a call from your Mac too. Wherever you see a phone number, you can click on it and get a menu. From this menu, select the 'call from your iPhone' option and the call is placed. It works in most Apple apps, such as Safari (as seen here), Notes and Messages.

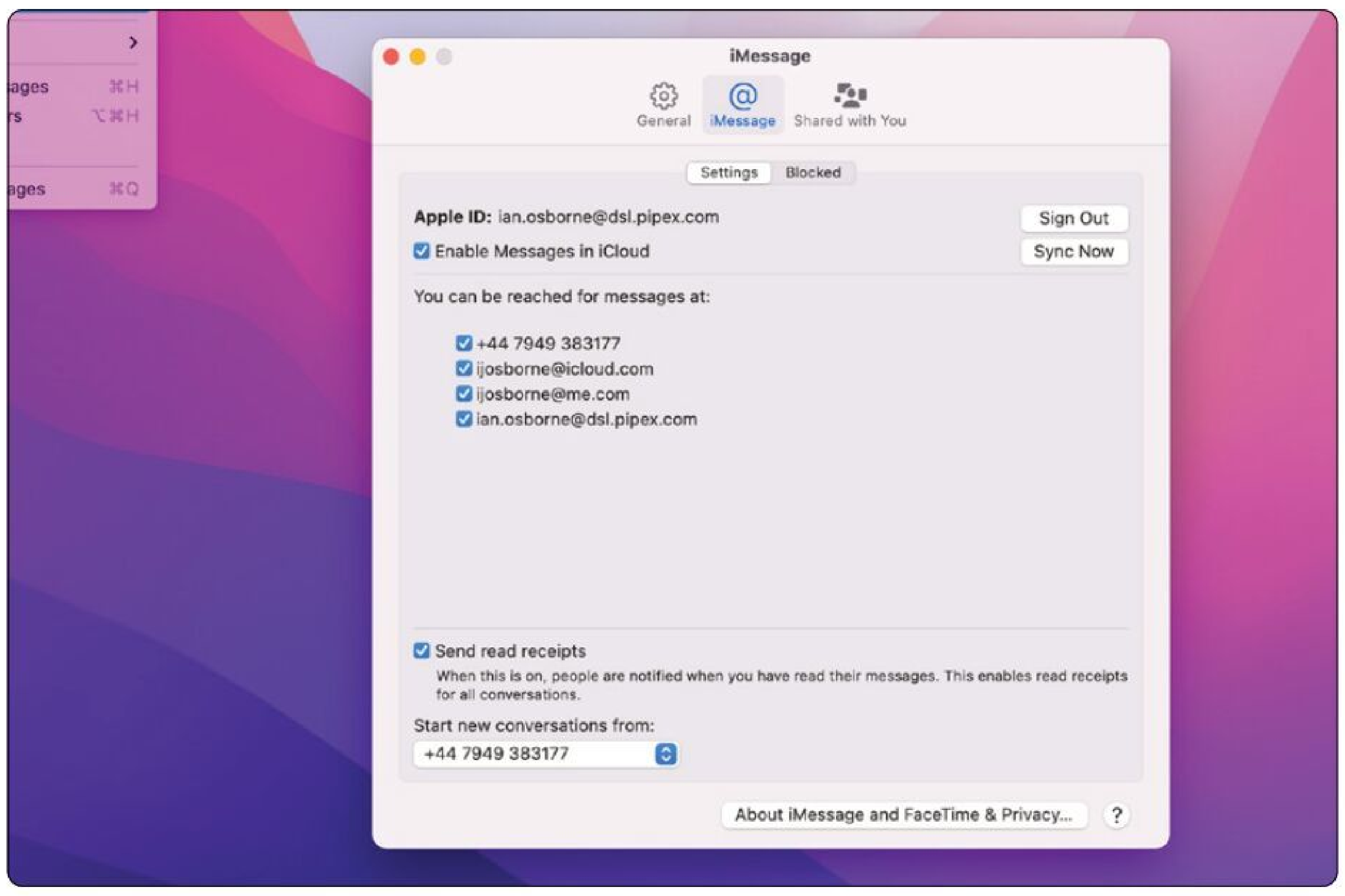

Contact Us
BDM Extras
(+44) 01803446068
enquiries@bdmpublica
Advertise
Licensing
Privacy Policy
Website Terms of Use
shop
ebies
unt
dback
Add To Contacts...
Call +44 1803 446068 Using iPhone
FaceTime
FaceTime Audio
Message +44 1803 446068
Large Type

# SMS and MMS Messaging


Finder
File
Edit
View
Go
Window
Help
About This Mac
System Preferences...
App Store...
Recent Items
Force Quit Finder
Sleep
Restart...
Shut Down...
Lock Screen
Log Out Ian Osborne...
Overview
Displays
Storage
Support
macOS Mont
System Report...
Soft

Version 12.0 Beta (21A550
MacBook Pro (Retina, 13-i
Processor 2.7 GHz Dual-C
Memory 8 GB 1867 MHz I
Startup Disk Macintosh H
Graphics Intel Iris Graphic
Serial Number C02P902H

**1** To send or receive an SMS (Short Message Service) or MMS (Multimedia Messaging Service), from your Mac you must be running Yosemite or later. You also need an iPhone running iOS 8.1 or later. Text messaging from an iPad or iPod touch also demands they be using iOS 8.1 or later.


iMessage
General
iMessage
Shared with You
Settings
Blocked
Sign Out
Sync Now
About iMessage and FaceTime & Privacy...
?

Apple ID: ian.osborne@dsl.pipex.com

☑ Enable Messages in iCloud

You can be reached for messages at:

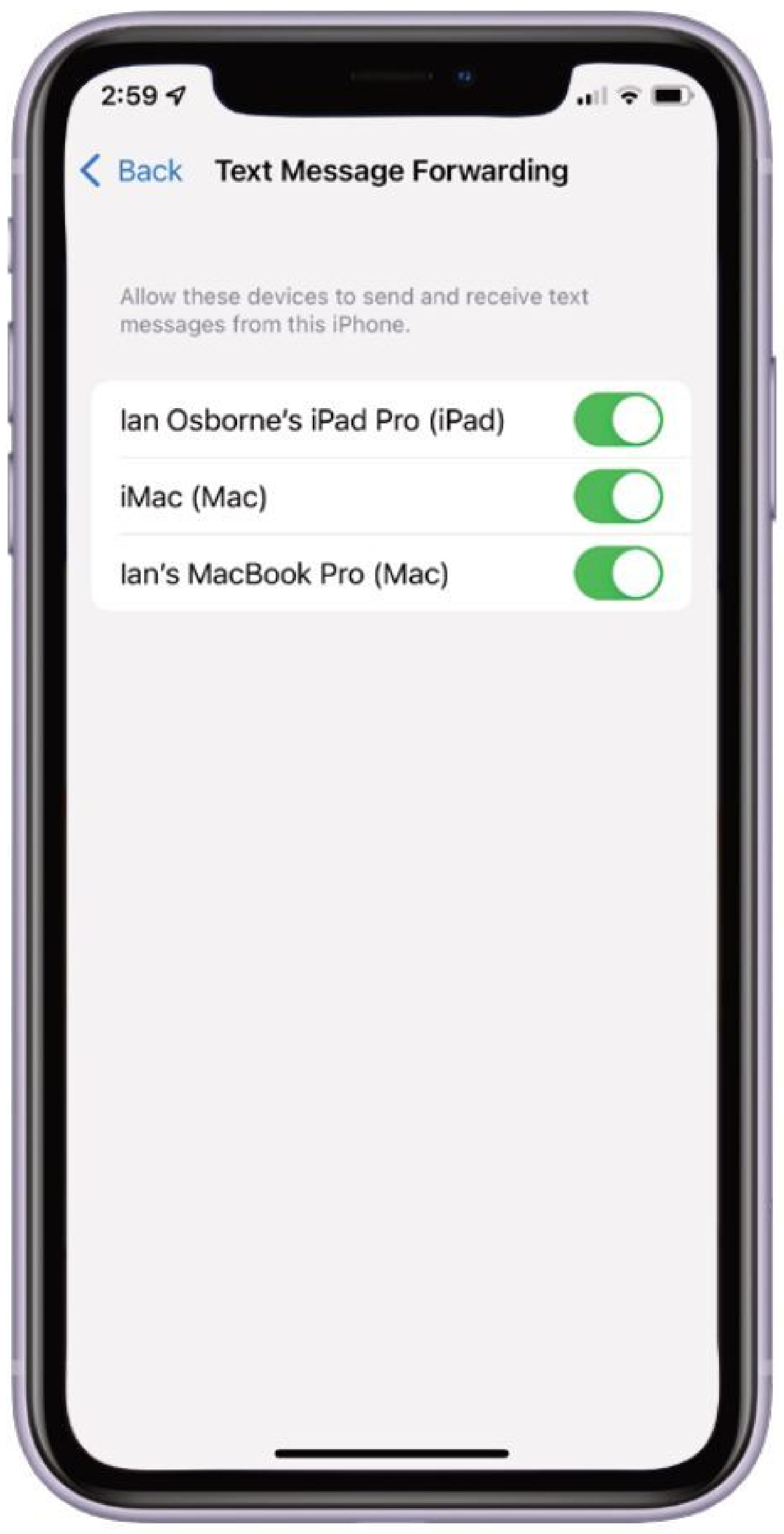
☑ +44 7949 383177
☑ ijosborne@icloud.com
☑ ijosborne@me.com
☑ ian.osborne@dsl.pipex.com

☑ Send read receipts
When this is on, people are notified when you have read their messages. This enables read receipts for all conversations.

Start new conversations from:
+44 7949 383177

**2** On a Mac, open Messages and in the Messages menu, open Preferences. Click on iMessage, then on Settings and make sure the required numbers and email addresses are enabled. On an iOS device, go to Settings > Messages > Send & Receive and again enter your Apple ID if necessary.

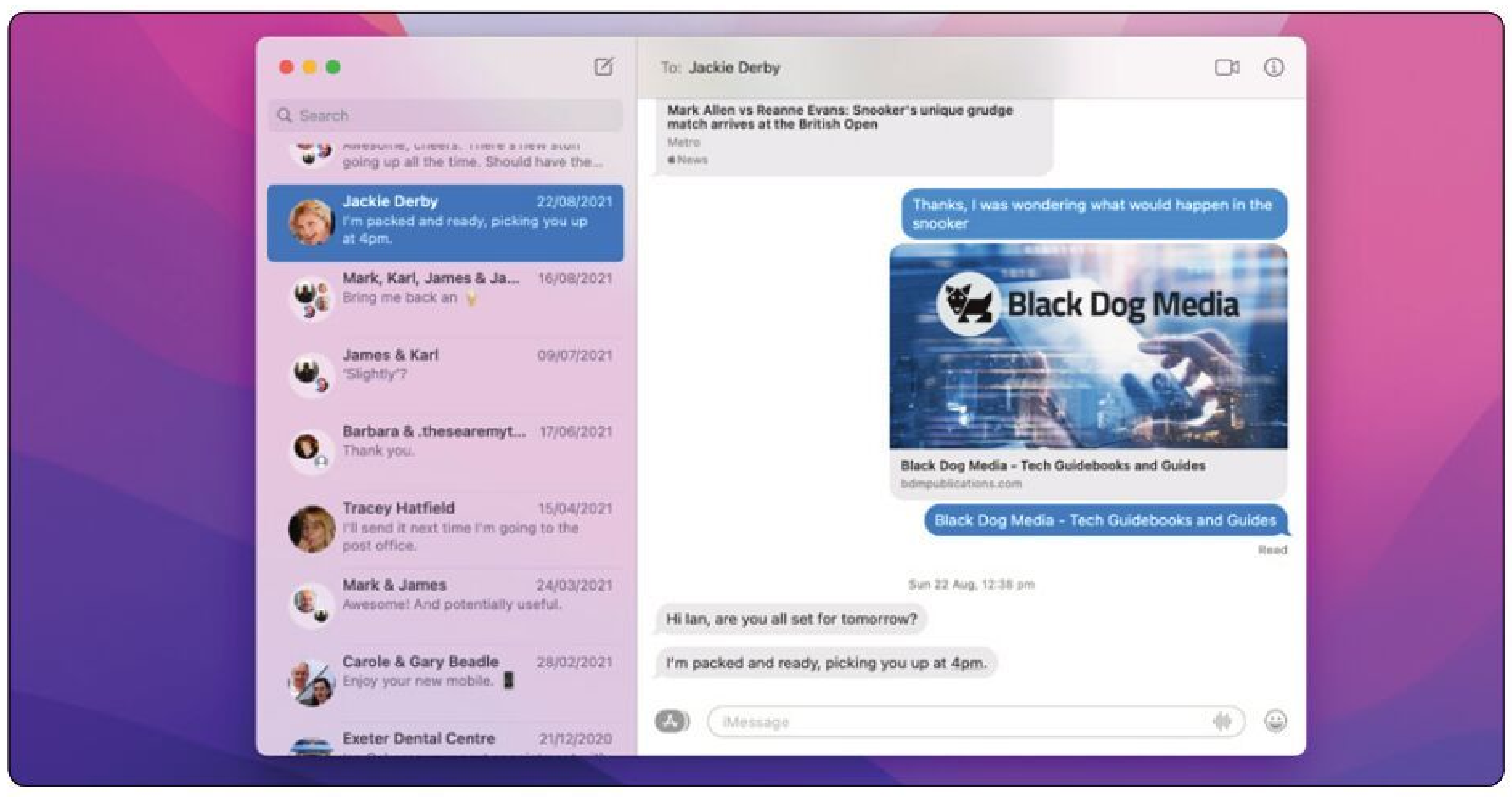
**3** Finally, on your iPhone, you must go to Settings > Messages and turn on Text Message Forwarding. Tap on this option, and you're shown a list of devices logged into the same iCloud account. Switch on all the ones with which you want to share your text messages. Each device displays a verification code you must type on your iPhone.


2:59
Back
Text Message Forwarding

Allow these devices to send and receive text messages from this iPhone.

Ian Osborne's iPad Pro (iPad) ●
iMac (Mac) ●
Ian's MacBook Pro (Mac) ●

ore
Books
Health
Settings
Measure


Search
To: Jackie Derby
Black Dog Media
iMessage

Jackie Derby 22/08/2021
I'm packed and ready, picking you up at 4pm.
Mark, Karl, James & Ja... 16/08/2021
Bring me back an
James & Karl 09/07/2021
'Slightly'?
Barbara & .thesearemyt... 17/06/2021
Thank you.
Tracey Hatfield 15/04/2021
I'll send it next time I'm going to the post office.
Mark & James 24/03/2021
Awesome! And potentially useful.
Carole & Gary Beadle 28/02/2021
Enjoy your new mobile.
Exeter Dental Centre 21/12/2020

Mark Allen vs Reanne Evans: Snooker's unique grudge match arrives at the British Open
Metro
News

Thanks, I was wondering what would happen in the snooker

Black Dog Media - Tech Guidebooks and Guides
bdmpublications.com

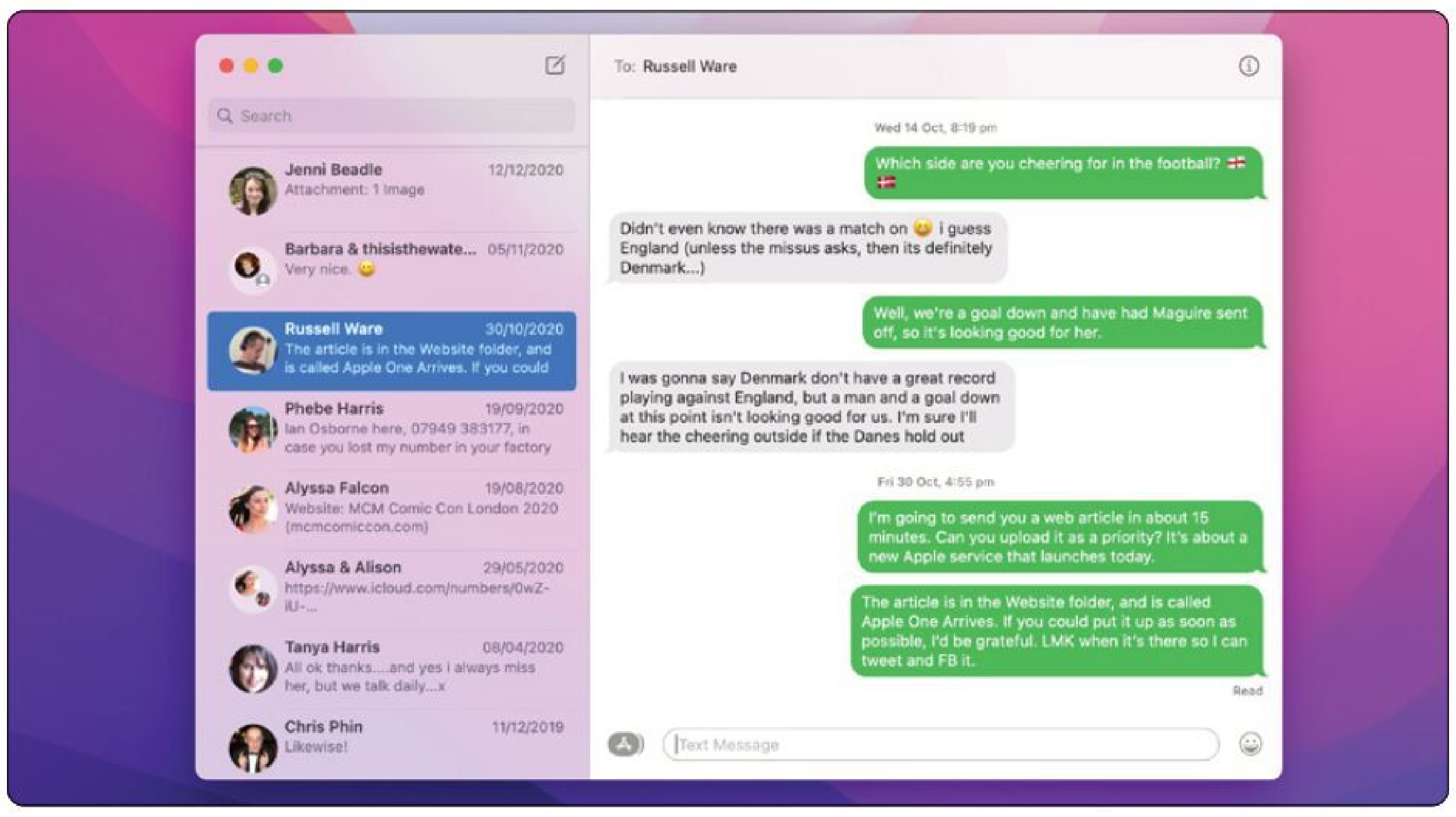
Black Dog Media - Tech Guidebooks and Guides
Read

Sun 22 Aug, 12:38 pm

Hi Ian, are you all set for tomorrow?

I'm packed and ready, picking you up at 4pm.

**4** All your SMS and MMS messages now appear on your Mac and/or iOS devices, regardless of whether the person who sent them uses an iPhone. If the sender is using a non-Apple device, the speech bubbles you send are green instead of the blue that's used for iMessages, that is, messages sent between Apple devices.


Search
To: Russell Ware
Text Message

Jenni Beadle 12/12/2020
Attachment: 1 image
Barbara & thisisthewate... 05/11/2020
Very nice.
Russell Ware 30/10/2020
The article is in the Website folder, and is called Apple One Arrives. If you could
Phebe Harris 19/09/2020
Ian Osborne here, 07949 383177, in case you lost my number in your factory
Alyssa Falcon 19/08/2020
Website: MCM Comic Con London 2020 (mcmcomiccon.com)
Alyssa & Alison 29/05/2020
https://www.icloud.com/numbers/0wZ-iU-...
Tanya Harris 08/04/2020
All ok thanks....and yes i always miss her, but we talk daily...x
Chris Phin 11/12/2019
Likewise!

Wed 14 Oct, 8:19 pm

Which side are you cheering for in the football?

Didn't even know there was a match on i guess England (unless the missus asks, then its definitely Denmark...)

Well, we're a goal down and have had Maguire sent off, so it's looking good for her.

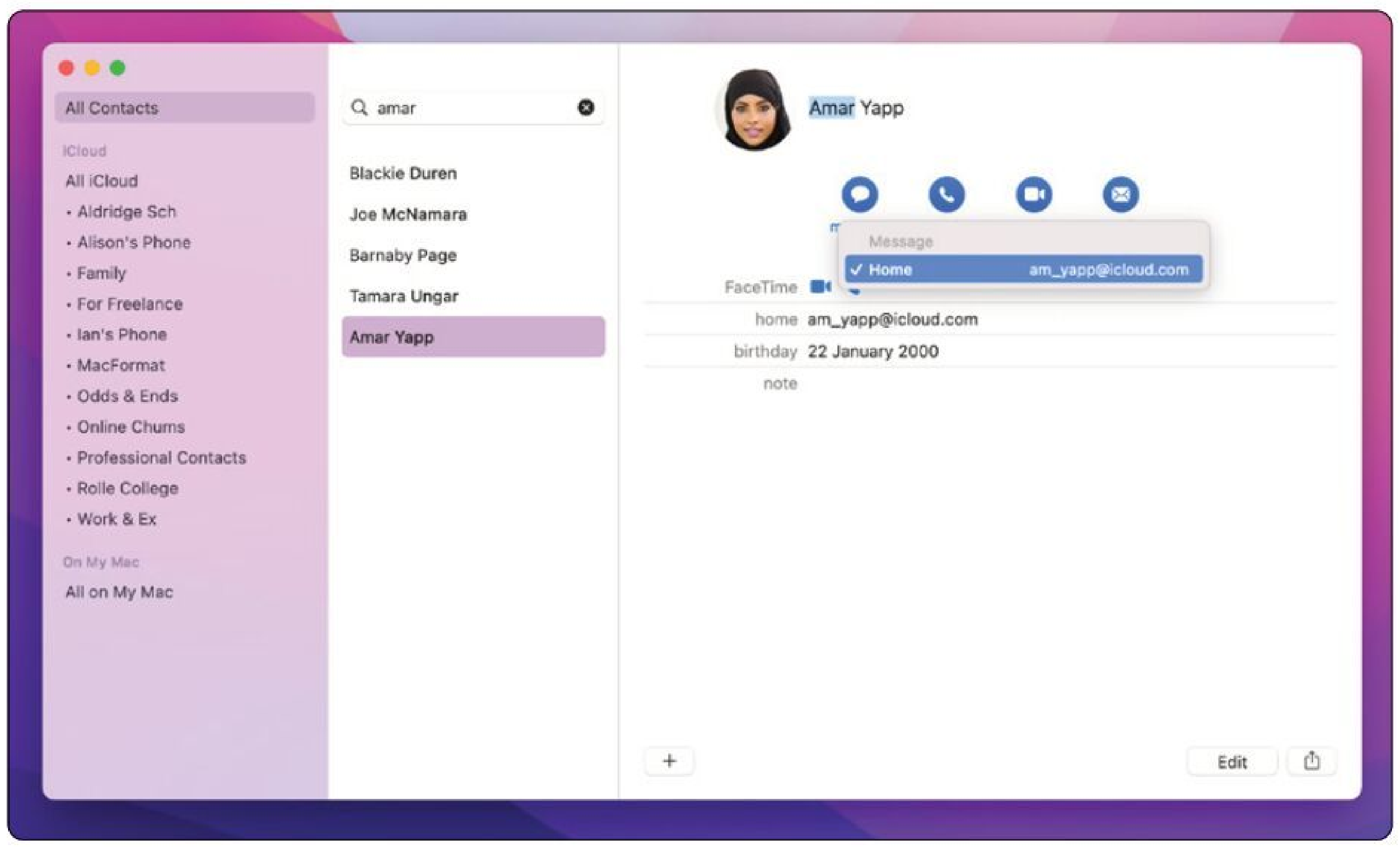
I was gonna say Denmark don't have a great record playing against England, but a man and a goal down at this point isn't looking good for us. I'm sure I'll hear the cheering outside if the Danes hold out

Fri 30 Oct, 4:55 pm

I'm going to send you a web article in about 15 minutes. Can you upload it as a priority? It's about a new Apple service that launches today.

The article is in the Website folder, and is called Apple One Arrives. If you could put it up as soon as possible, I'd be grateful. LMK when it's there so I can tweet and FB it.
Read

**5** Sending text messages through your Mac is incredibly convenient, especially for long messages. It's great for replying too – you can just use whichever device is nearest. If you're working on your Mac, you get to read and reply to your text messages without even reaching for your phone.


All Contacts
iCloud
All iCloud
Aldridge Sch
Alison's Phone
Family
For Freelance
Ian's Phone
MacFormat
Odds & Ends
Online Chums
Professional Contacts
Rolle College
Work & Ex
On My Mac
All on My Mac
Blackie Duren
Joe McNamara
Barnaby Page
Tamara Ungar
Amar Yapp
Message
✓ Home am_yapp@icloud.com
FaceTime
+
Edit

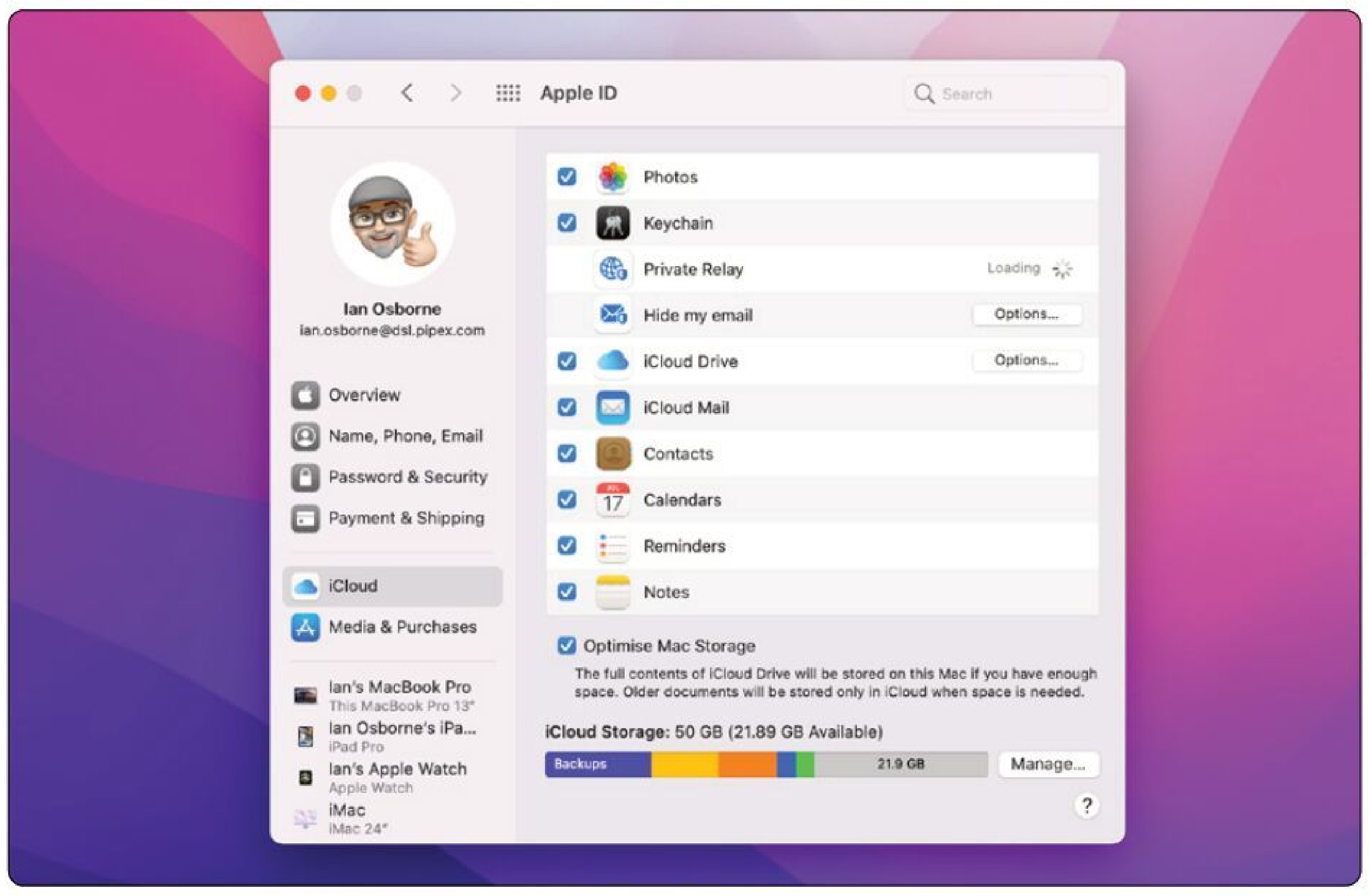
amar

Amar Yapp
home am_yapp@icloud.com
birthday 22 January 2000
note

**6** You can initiate a text message chat regardless of whether the other person uses an Apple device by clicking a phone number or Message icon in Safari, Contacts or Calendar. Here, in Contacts, click on the icon and select a number from the pop-up. A message window soon appears.

# Universal Clipboard
# Copy and Share

Universal Clipboard is a great way to shuttle small sections of data between Mac and iOS devices; as long as the Macs are running at least macOS Sierra, and iOS devices are on iOS 10 or later (including iPadOS), and all your devices are signed into the same Apple account. Here's a guide to copying on one device and pasting to another using Macs and iOS devices.


Apple ID
Search
Overview
Name, Phone, Email
Password & Security
Payment & Shipping
iCloud
Media & Purchases
Manage...

Ian Osborne
ian.osborne@dsl.pipex.com

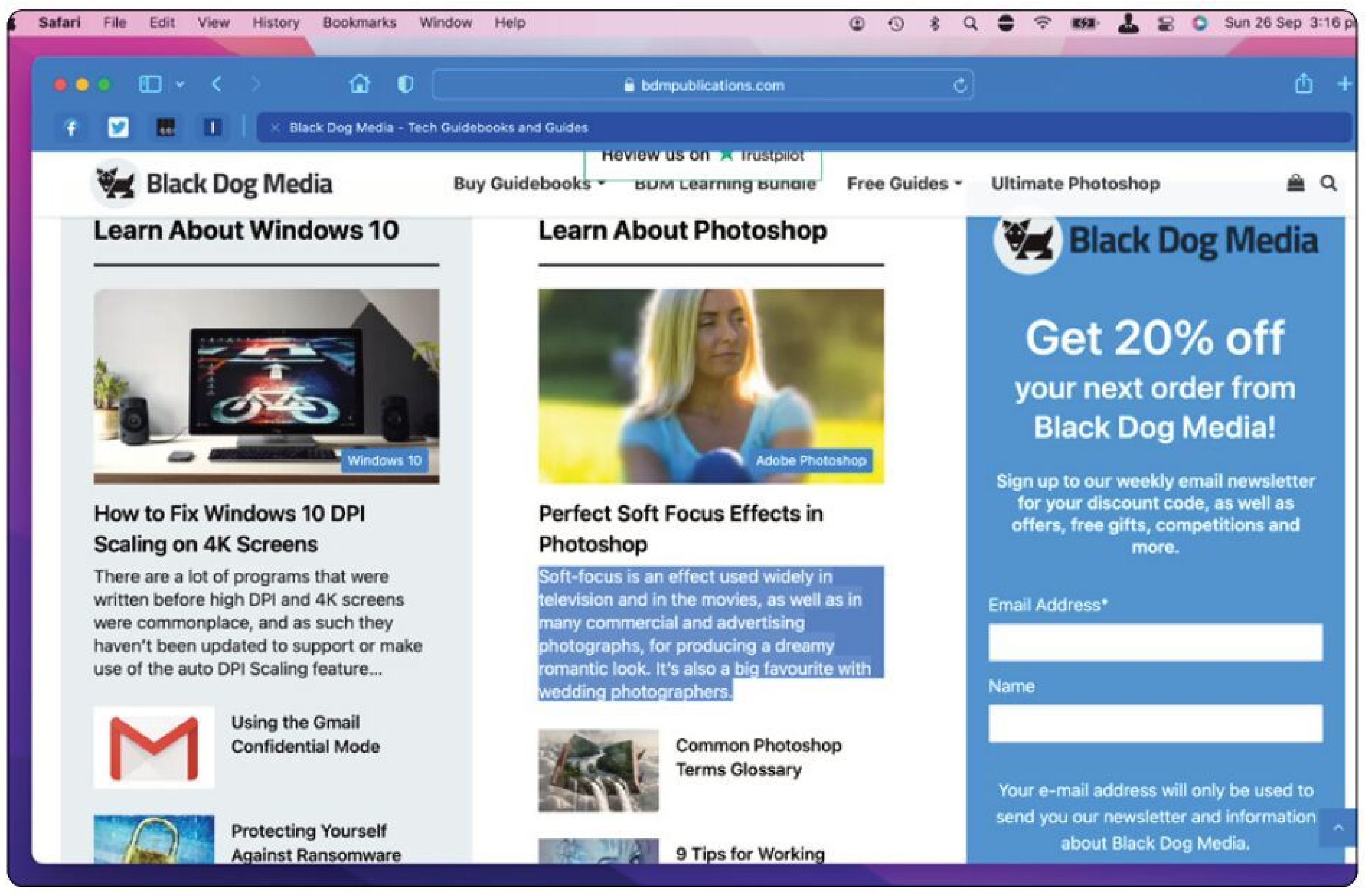
☑ Photos
☑ Keychain
Private Relay — Loading
Hide my email — Options...
☑ iCloud Drive — Options...
☑ iCloud Mail
☑ Contacts
☑ Calendars
☑ Reminders
☑ Notes

☑ Optimise Mac Storage
The full contents of iCloud Drive will be stored on this Mac if you have enough space. Older documents will be stored only in iCloud when space is needed.

iCloud Storage: 50 GB (21.89 GB Available)
Backups 21.9 GB

Ian's MacBook Pro — This MacBook Pro 13"
Ian Osborne's iPa... — iPad Pro
Ian's Apple Watch — Apple Watch
iMac — iMac 24"

**1** To use the Universal Clipboard feature, the devices in question must be logged into the same iCloud account. If they're yours, they probably already are but if you have trouble using this tutorial, it might be worth checking.


Safari File Edit View History Bookmarks Window Help
Sun 26 Sep 3:16 p
bdmpublications.com
Black Dog Media - Tech Guidebooks and Guides
Review us on Trustpilot
Black Dog Media
Buy Guidebooks
BDM Learning Bundle
Free Guides
Ultimate Photoshop
Windows 10
Adobe Photoshop
Email Address*
Name

Learn About Windows 10

How to Fix Windows 10 DPI Scaling on 4K Screens
There are a lot of programs that were written before high DPI and 4K screens were commonplace, and as such they haven't been updated to support or make use of the auto DPI Scaling feature...

Using the Gmail Confidential Mode

Protecting Yourself Against Ransomware

Learn About Photoshop

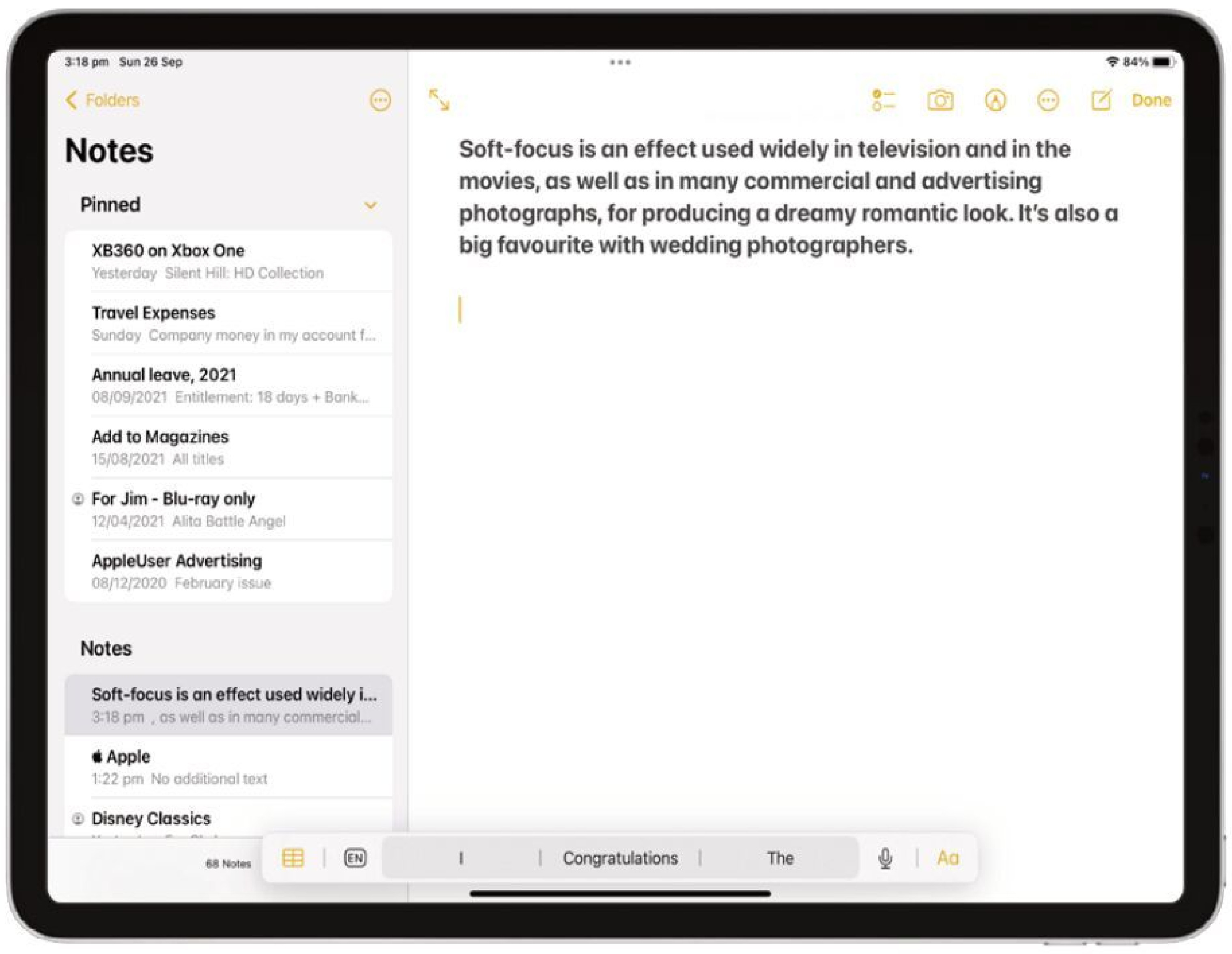
Perfect Soft Focus Effects in Photoshop
Soft-focus is an effect used widely in television and in the movies, as well as in many commercial and advertising photographs, for producing a dreamy romantic look. It's also a big favourite with wedding photographers.

Common Photoshop Terms Glossary

9 Tips for Working

Black Dog Media
Get 20% off your next order from Black Dog Media!
Sign up to our weekly email newsletter for your discount code, as well as offers, free gifts, competitions and more.
Your e-mail address will only be used to send you our newsletter and information about Black Dog Media.

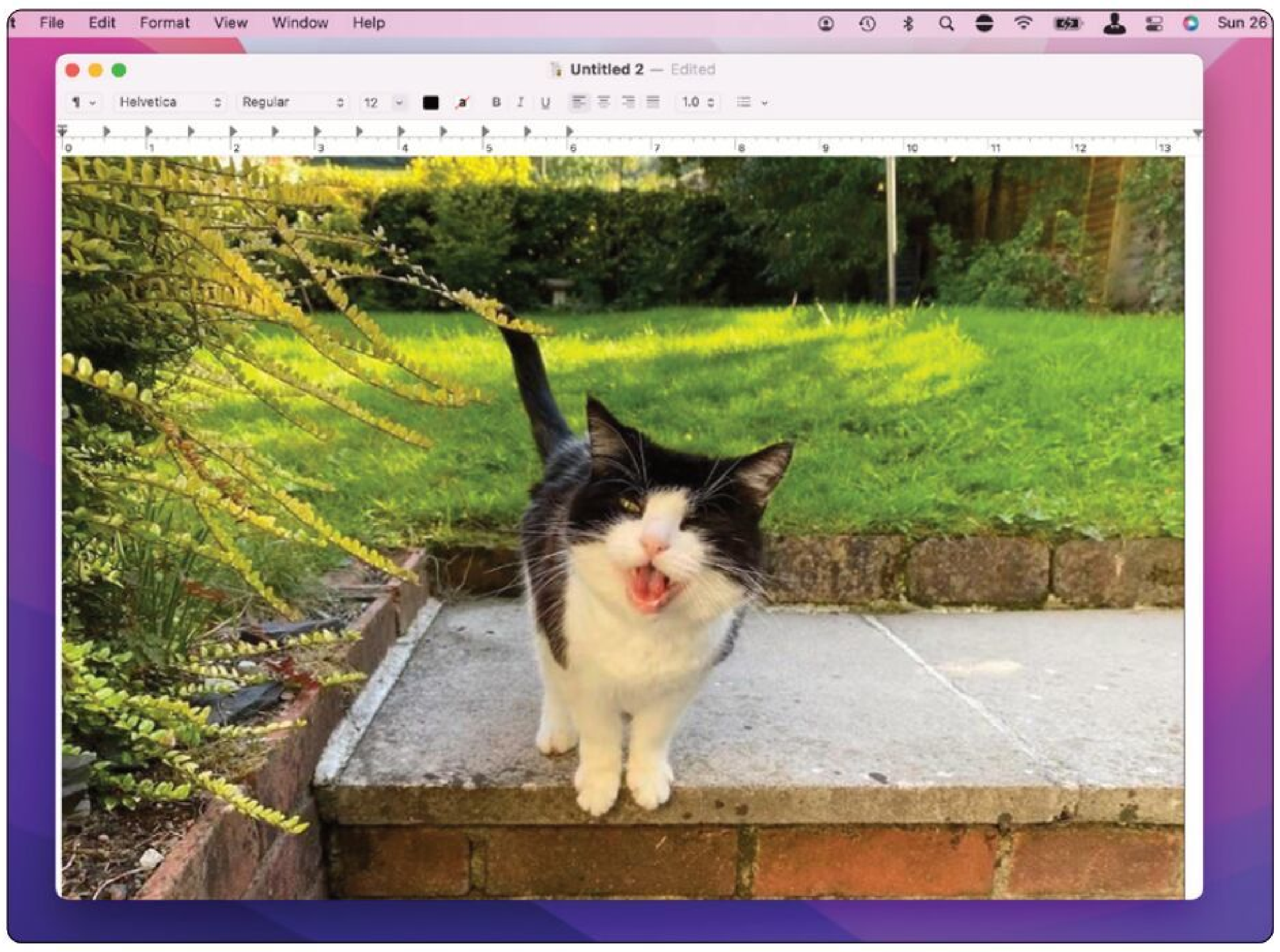
**2** Now you can copy and paste a piece of text from one device to another, quickly and easily. On your Mac, simply copy it to your clipboard by highlighting the text in question, then pressing either cmd-X to cut it or cmd-C to copy.


3:18 pm Sun 26 Sep
84%
Folders
Done
Notes
Pinned
Notes
68 Notes
Congratulations
The
Aa

Soft-focus is an effect used widely in television and in the movies, as well as in many commercial and advertising photographs, for producing a dreamy romantic look. It's also a big favourite with wedding photographers.

XB360 on Xbox One — Yesterday Silent Hill: HD Collection
Travel Expenses — Sunday Company money in my account f...
Annual leave, 2021 — 08/09/2021 Entitlement: 18 days + Bank...
Add to Magazines — 15/08/2021 All titles
For Jim - Blu-ray only — 12/04/2021 Alita Battle Angel
AppleUser Advertising — 08/12/2020 February issue
Soft-focus is an effect used widely i... — 3:18 pm , as well as in many commercial...
Apple — 1:22 pm No additional text
Disney Classics

**3** Now, on your iOS device, double tap on the place where you want to paste the text you cut or copied on your Mac. From the pop-up menu, select Paste and it appears. There might be a slight lag while the text uploaded to iCloud.


File Edit Format View Window Help
Sun 26
Untitled 2 — Edited
Helvetica
Regular
12

**4** You can copy text from your device running iPadOS, or iOS 10 or later, and paste it on your Mac using cmd-V. It works for images and video too. We copied this photo from Safari on our iPad and pasted it into TextEdit on our Mac.

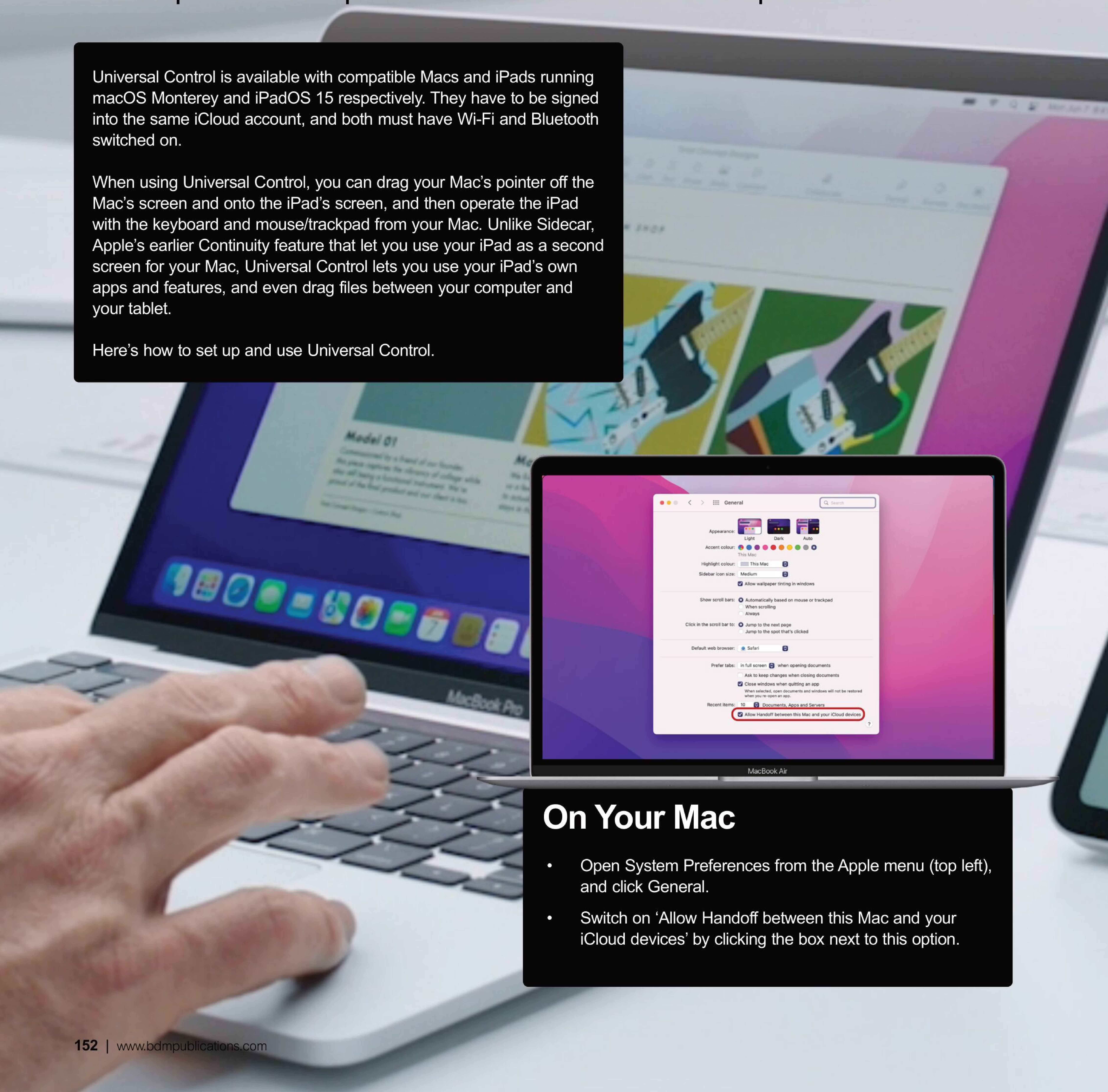
# Universal Control On Macs and iPads

Universal Control is a new Continuity feature that lets you use a Mac and an iPad side by side; using your Mac's keyboard and mouse/trackpad. You can control up to three computers and tablets with one set of input devices.

Universal Control is available with compatible Macs and iPads running macOS Monterey and iPadOS 15 respectively. They have to be signed into the same iCloud account, and both must have Wi-Fi and Bluetooth switched on.

When using Universal Control, you can drag your Mac's pointer off the Mac's screen and onto the iPad's screen, and then operate the iPad with the keyboard and mouse/trackpad from your Mac. Unlike Sidecar, Apple's earlier Continuity feature that let you use your iPad as a second screen for your Mac, Universal Control lets you use your iPad's own apps and features, and even drag files between your computer and your tablet.

Here's how to set up and use Universal Control.



Appearance: Light / Dark / Auto

Accent colour: This Mac

Highlight colour: This Mac

Sidebar icon size: Medium

☑ Allow wallpaper tinting in windows

Show scroll bars:
● Automatically based on mouse or trackpad
○ When scrolling
○ Always

Click in the scroll bar to:
● Jump to the next page
○ Jump to the spot that's clicked

Default web browser: Safari

Prefer tabs: in full screen when opening documents

☐ Ask to keep changes when closing documents

☑ Close windows when quitting an app

When selected, open documents and windows will not be restored when you re-open an app.

Recent items: 10 Documents, Apps and Servers

☑ Allow Handoff between this Mac and your iCloud devices

## On Your Mac

- Open System Preferences from the Apple menu (top left), and click General.
- Switch on 'Allow Handoff between this Mac and your iCloud devices' by clicking the box next to this option.

## Using Universal Control

Having set up Universal Control, place your iPad next to your Mac. With your Mac's mouse or trackpad (on a desktop or notebook Mac), move your pointer off the screen. A bar appears showing a connection with your iPad has been made. Continue moving your pointer until it appears on your iPad. You can then use your pointer to open and close apps, click links, drag files between your iPad to your Mac and more; while your keyboard can type in text fields on your iPad. To return control to your Mac, just move your pointer back onto the Mac's screen again. It works with up to three devices, so add another if you wish.

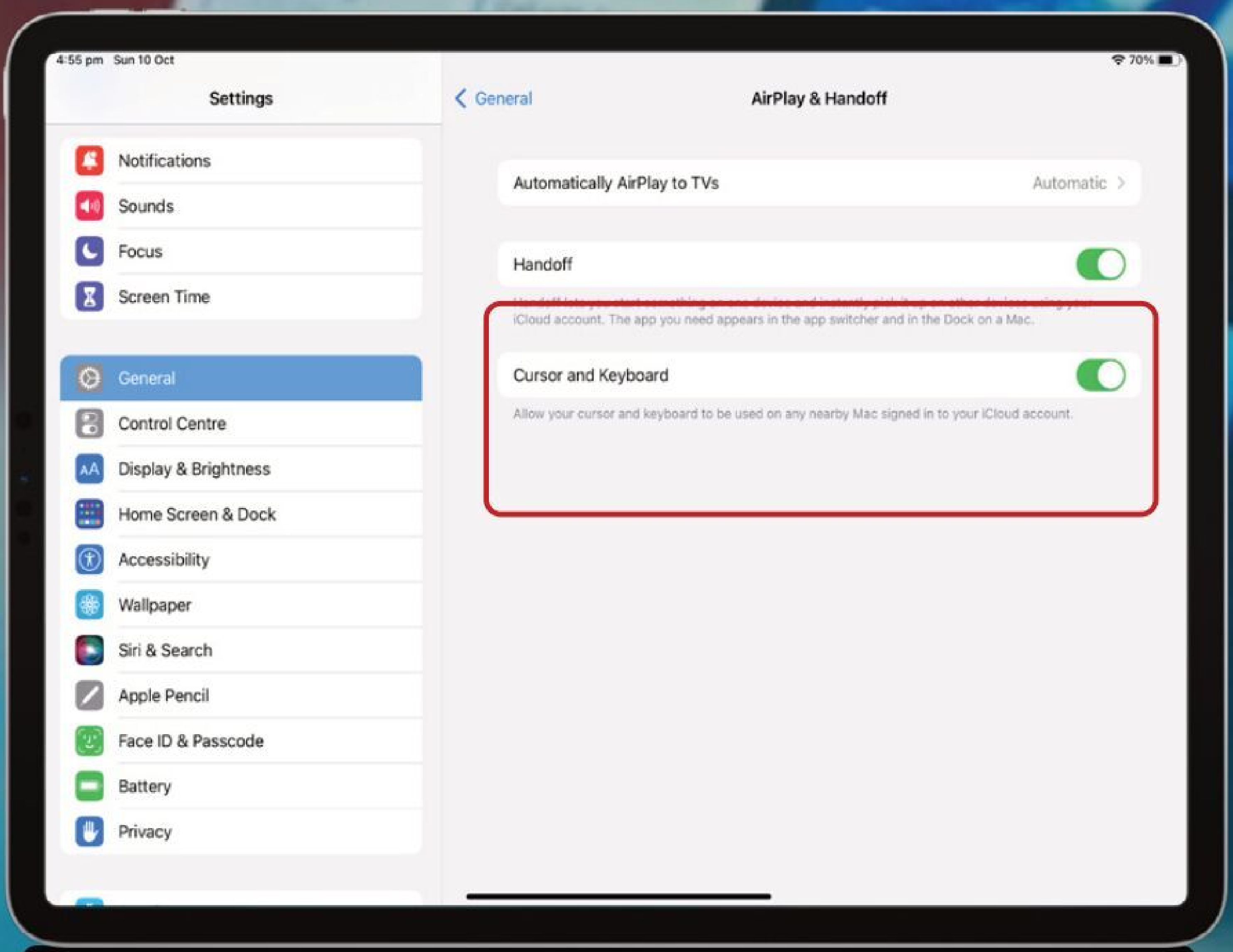
## System Requirements

- **Macs**

MacBook Pro (2016 and later)
MacBook (2016 and later)
MacBook Air (2018 and later)
iMac (2017 and later)
iMac (5K Retina 27-inch, Late 2015)
iMac Pro, Mac mini (2018 and later)
Mac Pro (2019);

- **iPads**

iPad Pro
iPad Air (3rd generation and later)
iPad (6th generation and later)
iPad mini (5th generation and later)


4:55 pm Sun 10 Oct
70%
Settings
Notifications
Sounds
Focus
Screen Time
General
Control Centre
Display & Brightness
Home Screen & Dock
Accessibility
Wallpaper
Siri & Search
Apple Pencil
Face ID & Passcode
Battery
Privacy
General
AirPlay & Handoff

Automatically AirPlay to TVs: Automatic

Handoff: on

iCloud account. The app you need appears in the app switcher and in the Dock on a Mac.

Cursor and Keyboard: on

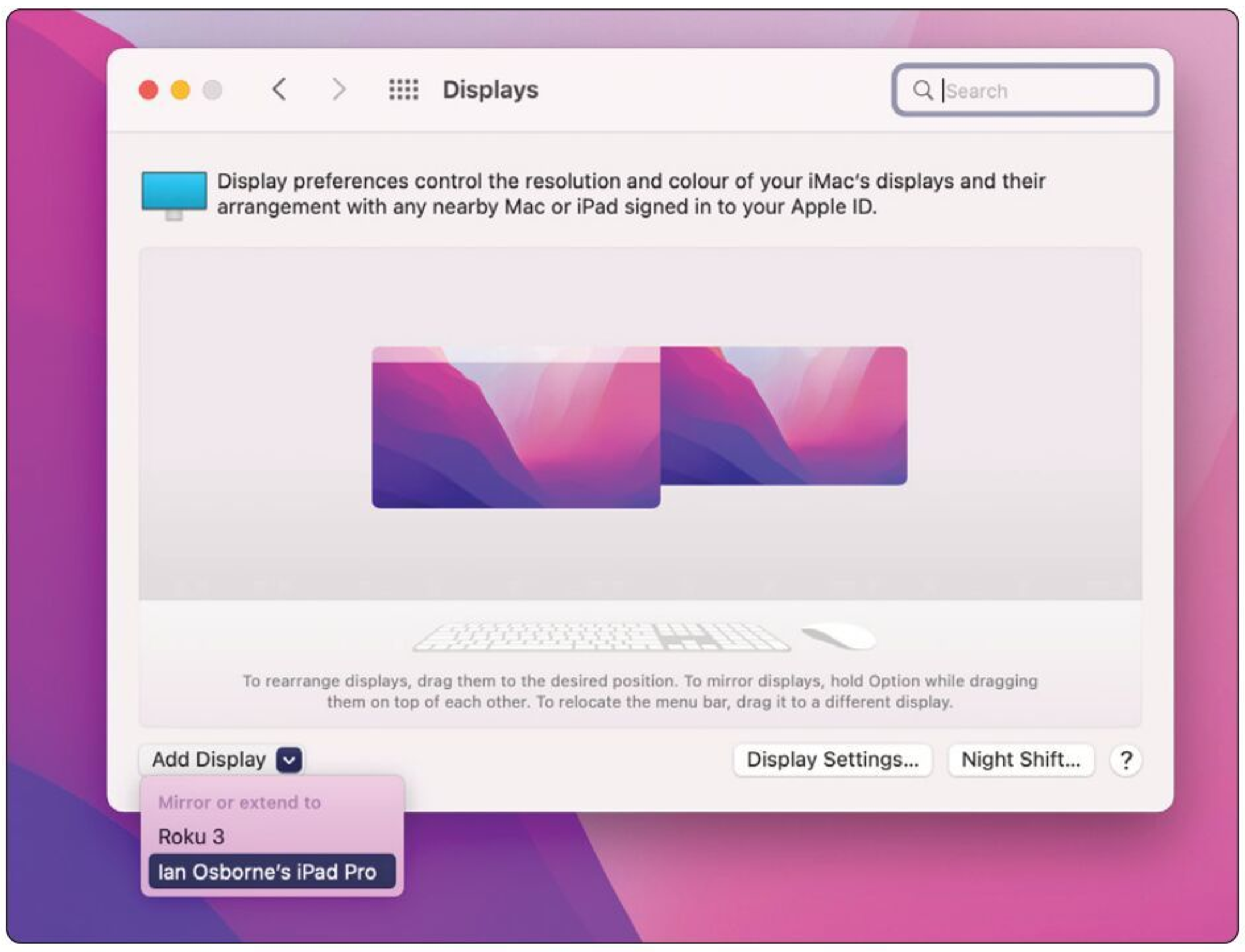
Allow your cursor and keyboard to be used on any nearby Mac signed in to your iCloud account.

## On Your iPad

- Go to Settings > General > AirPlay & Handoff, and switch on Handoff.
- Turn on the Cursor and Keyboard option underneath it.

# Sidecar: With Your iPad

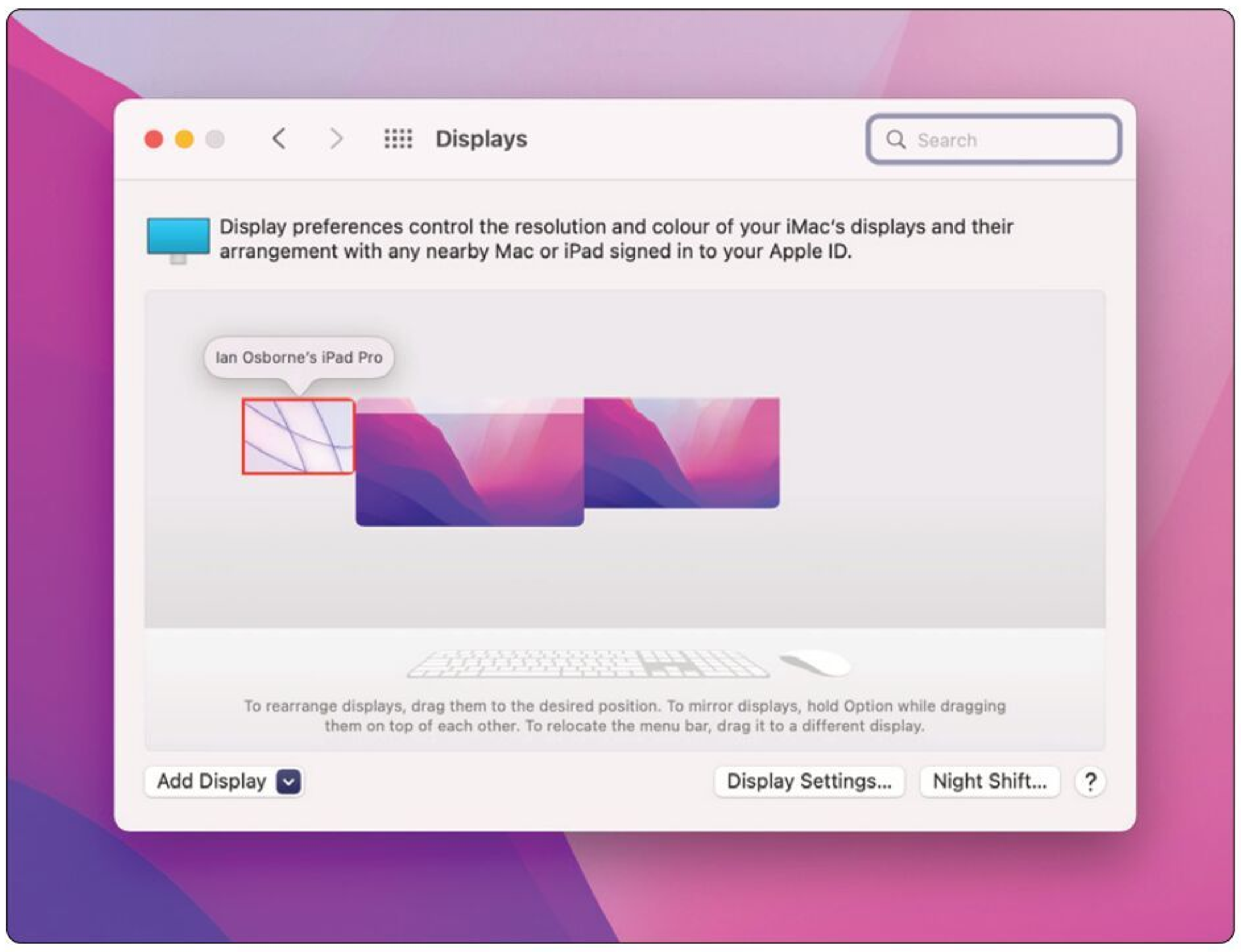
If your Mac and iPad are recent enough, you can use your iPad as a second screen for your Mac; expanding your desktop space. This is especially good news if you also use an Apple Pencil. You can draw on your iPad, using it as a high-resolution input device for your Mac. Just the thing for budding artists.


Displays
Search
Add Display
Mirror or extend to
Roku 3
Ian Osborne's iPad Pro
Display Settings...
Night Shift...
?

Display preferences control the resolution and colour of your iMac's displays and their arrangement with any nearby Mac or iPad signed in to your Apple ID.

To rearrange displays, drag them to the desired position. To mirror displays, hold Option while dragging them on top of each other. To relocate the menu bar, drag it to a different display.

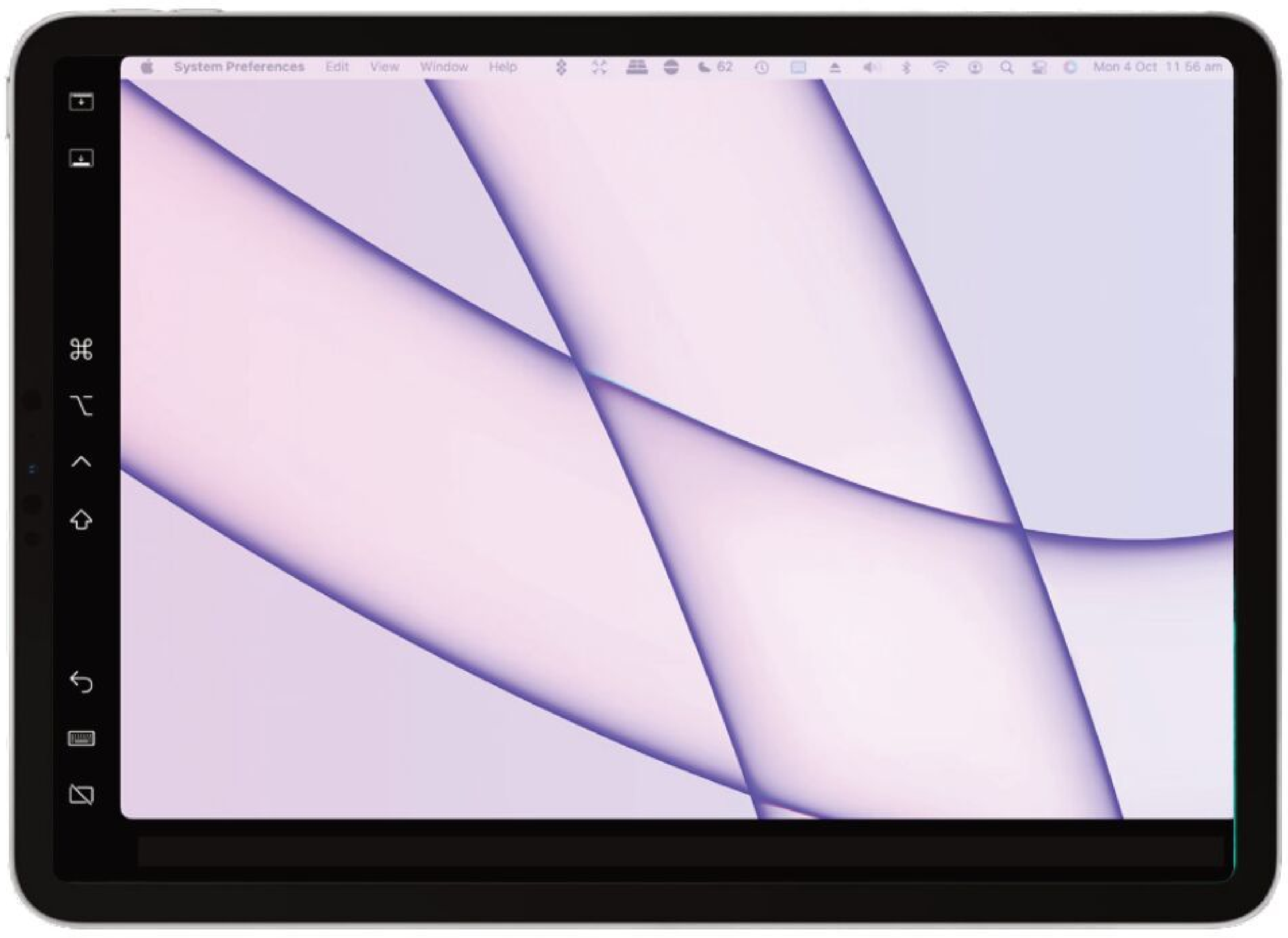
**1** To use Sidecar on your Mac and iPad, first of all, open System Preferences on your Mac then click on the Displays preference pane. In the pull-down in the lower left, select your iPad. If it isn't there, your Mac's too old to use Sidecar.


Displays
Search
Ian Osborne's iPad Pro
Add Display
Display Settings...
Night Shift...
?

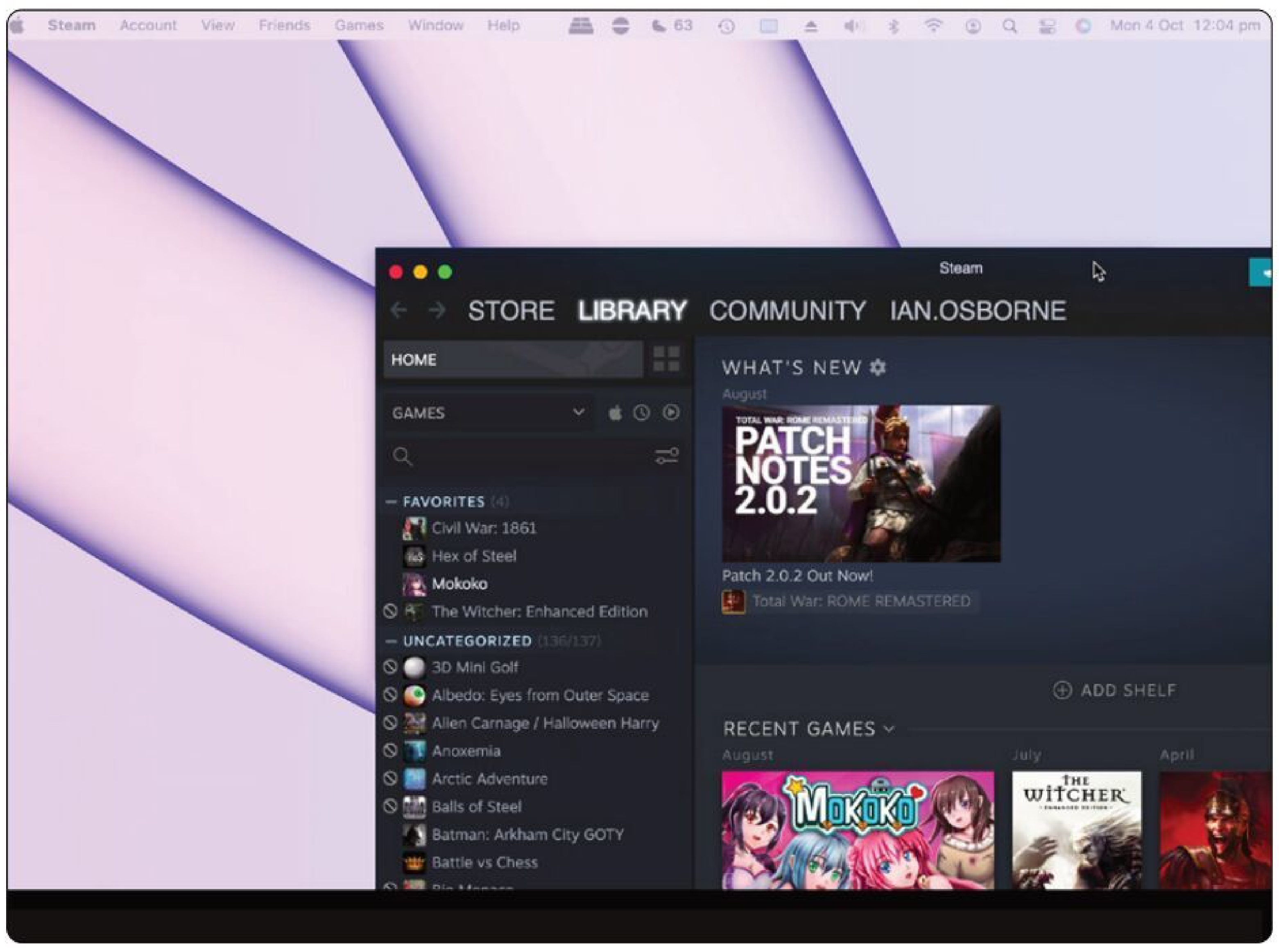
Display preferences control the resolution and colour of your iMac's displays and their arrangement with any nearby Mac or iPad signed in to your Apple ID.

To rearrange displays, drag them to the desired position. To mirror displays, hold Option while dragging them on top of each other. To relocate the menu bar, drag it to a different display.

**2** Make sure your iPad is switched on and placed where you want it. You can drag the small display desktop, which represents your iPad as an external screen, into any position you like regarding your main Mac display.


System Preferences
Edit
View
Window
Help
Mon 4 Oct 11:56 am

**3** There's a brief flash, and your Apple devices connect; sharing screen space between your Mac and your iPad. Your iPad can now be used as an input device or second – or even third or fourth – screen.


Steam
Account
View
Friends
Games
Window
Help
Mon 4 Oct 12:04 pm
STORE
LIBRARY
COMMUNITY
IAN.OSBORNE
HOME
GAMES
FAVORITES (4)
Civil War: 1861
Hex of Steel
Mokoko
The Witcher: Enhanced Edition
UNCATEGORIZED (136/137)
3D Mini Golf
Albedo: Eyes from Outer Space
Alien Carnage / Halloween Harry
Anoxemia
Arctic Adventure
Balls of Steel
Batman: Arkham City GOTY
Battle vs Chess
WHAT'S NEW
August
PATCH NOTES 2.0.2
Patch 2.0.2 Out Now!
Total War: ROME REMASTERED
ADD SHELF
RECENT GAMES
August
July
April
Mokoko
The Witcher

**4** You can drag and drop windows and files between your Mac's screen and your iPad. If you need to access your iPad as a tablet, swipe up from the foot of the screen. You can relaunch Sidecar by tapping the Sidecar icon in the Dock.

## Using the iPad as an Input Device.

**With Sidecar, you can also use your iPad as a graphics tablet. According to Apple, any Mac app that supports stylus input works in this way, but the company has also come up with a preliminary list of apps that you can use with the Mac, iPad, and Apple Pencil:**

- Adobe Illustrator
- Affinity Designer
- Affinity Photo
- Cinema 4D
- CorelDRAW
- DaVinci Resolve
- Final Cut Pro
- Maya
- Motion
- Painter
- Principle
- Sketch
- Substance Designer
- Substance Painter
- ZBrush

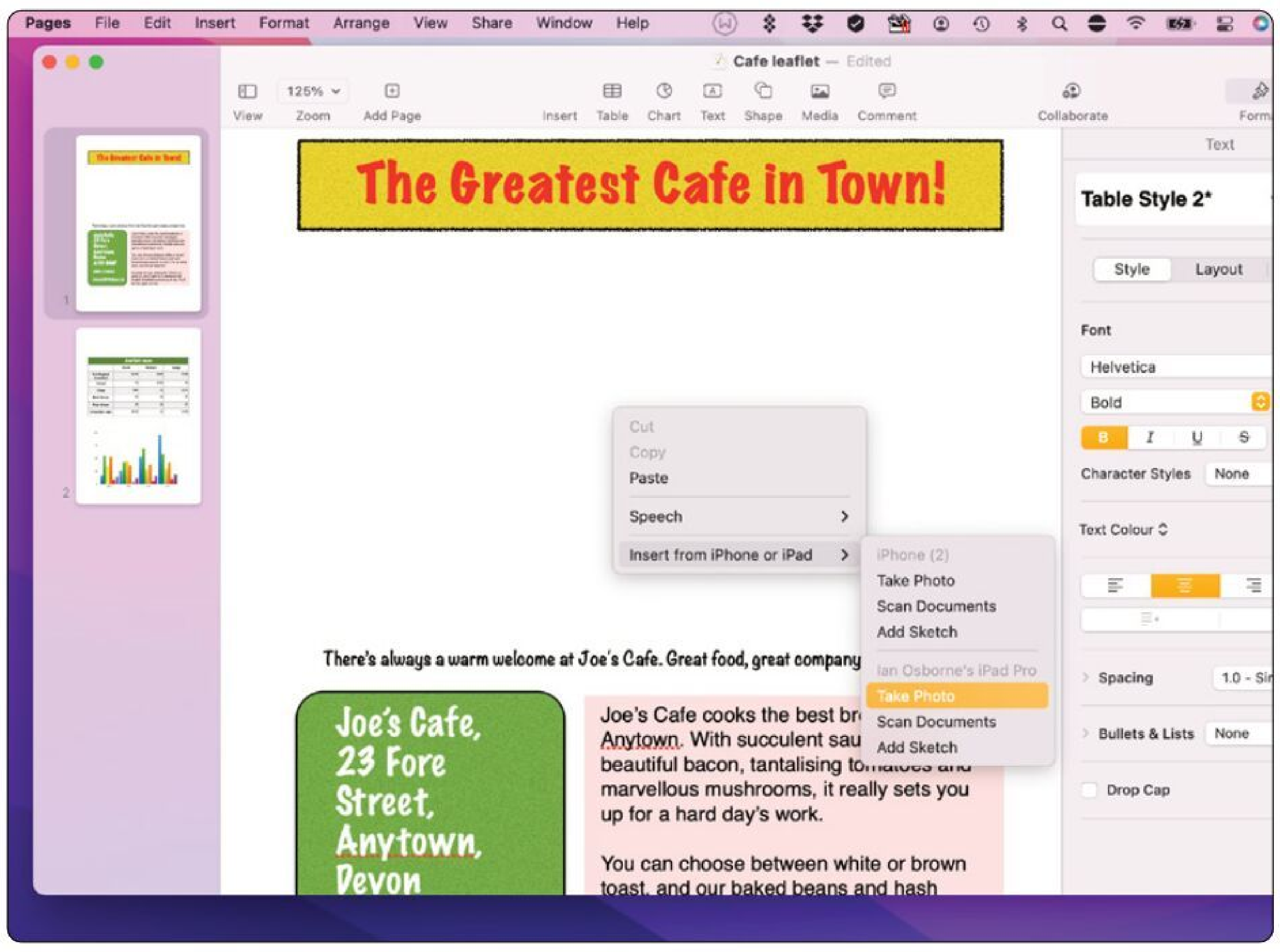
## System Requirements.

To use Sidecar, your Mac must meet the following requirements;

- iMac 27-inch 2015 or later
- Mac mini 2018 or later
- Mac Pro 2019 or later
- MacBook Pro 2016 or later
- MacBook Air 2018 or later
- MacBook 2016 or later

# Continuity Camera
## Use That Photo

Continuity Camera lets you take a photograph using your iPhone or iPad and have it appear instantly on your Mac. It works with Finder, Mail, Messages, Notes, Pages, Keynote, and Numbers. It's a great way of adding a photo to your designs, emails, presentations and more, and it's easy to set up and use too.


Pages
File
Edit
Insert
Format
Arrange
View
Share
Window
Help
Cafe leaflet — Edited
Cut
Copy
Paste
Speech
Insert from iPhone or iPad
iPhone (2)
Take Photo
Scan Documents
Add Sketch
Ian Osborne's iPad Pro
Take Photo
Scan Documents
Add Sketch
Table Style 2*
Style
Layout
Font
Helvetica
Bold
Character Styles
None
Text Colour
Spacing
Bullets & Lists
Drop Cap

The Greatest Cafe in Town!

There's always a warm welcome at Joe's Cafe. Great food, great company

Joe's Cafe, 23 Fore Street, Anytown, Devon

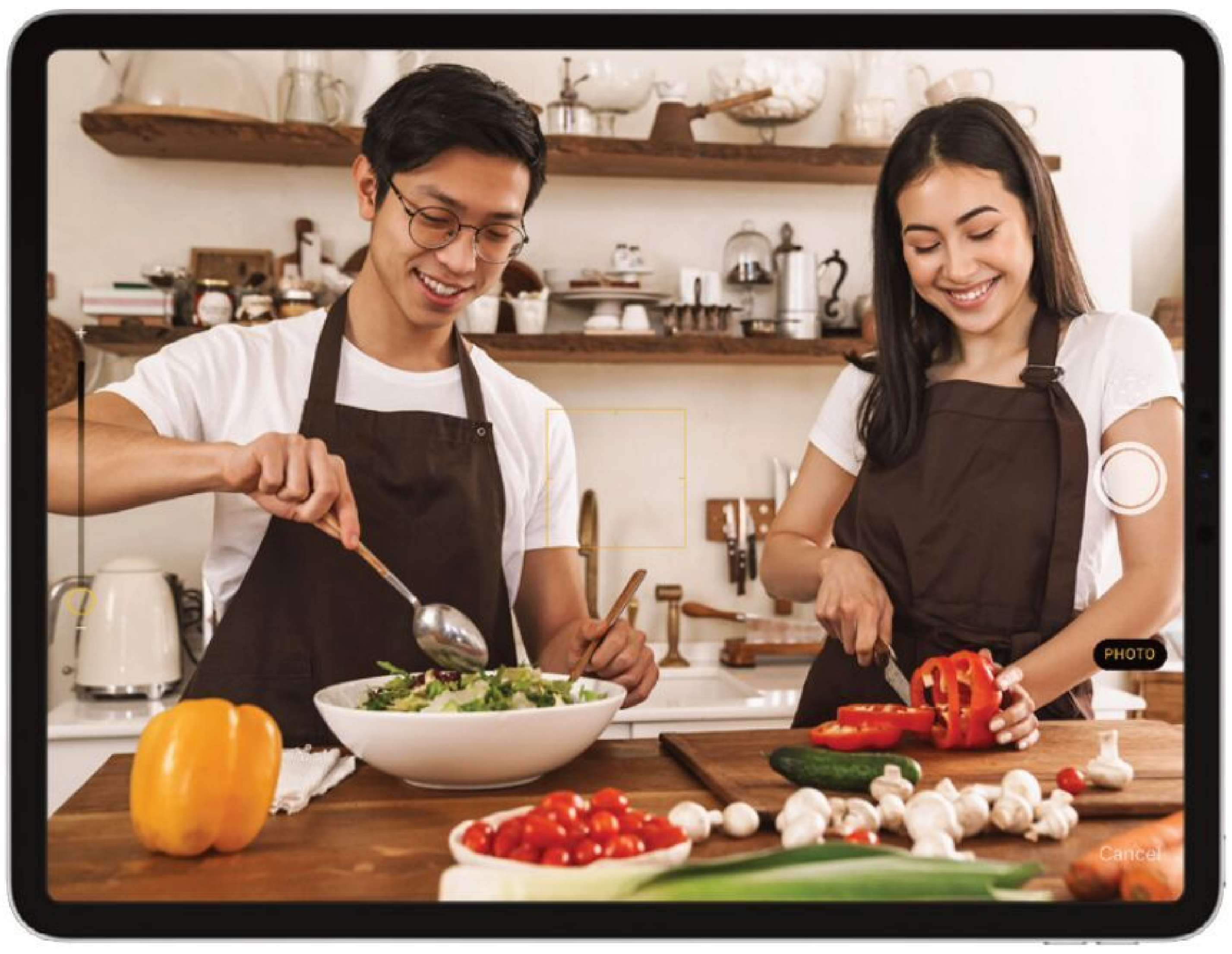
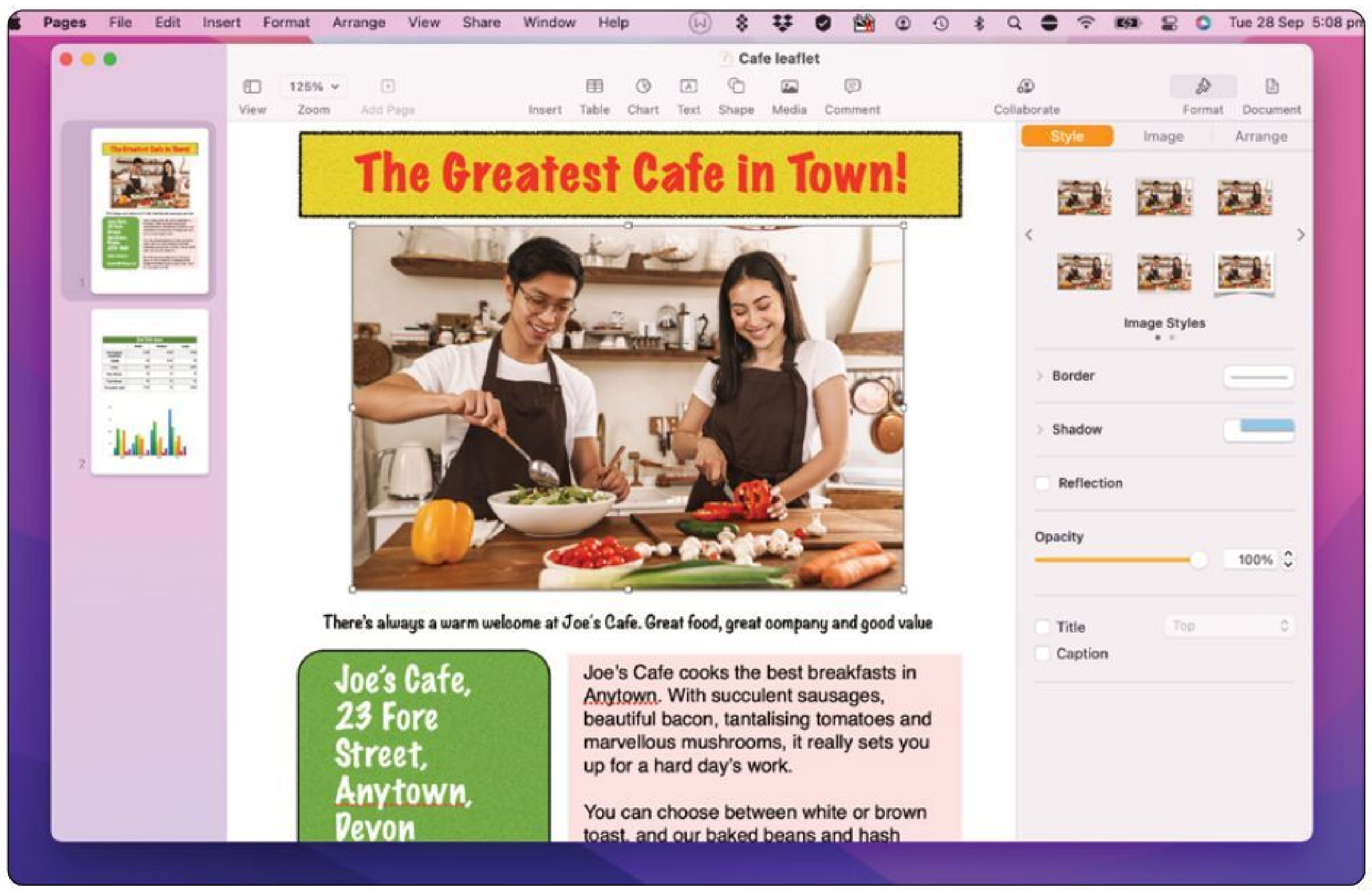


PHOTO
Cancel

**1** On your Mac, open the document you wish to import a photo into, or start a new one. Right-click where you want it to appear, select Import from iPhone or iPad, then Take Photo on whichever device you're using. Devices only appear here if they're on the same Apple ID as your Mac.

**2** Switch to the device you chose to take the photo from. The Camera app should already be open, so take a photo. You get fewer options in the Camera app than usual. When you've taken your snap, you can discard it or use it; make your choice from the links at the bottom of the screen.


Pages
File
Edit
Insert
Format
Arrange
View
Share
Window
Help
Tue 28 Sep 5:08 pm
Cafe leaflet
Style
Image
Arrange
Image Styles
Border
Shadow
Reflection
Opacity
100%
Title
Caption

The Greatest Cafe in Town!

There's always a warm welcome at Joe's Cafe. Great food, great company and good value

Joe's Cafe, 23 Fore Street, Anytown, Devon

Joe's Cafe cooks the best breakfasts in Anytown. With succulent sausages, beautiful bacon, tantalising tomatoes and marvellous mushrooms, it really sets you up for a hard day's work.

You can choose between white or brown toast, and our baked beans and hash

**3** The photo instantly appears on your Mac, in the application you chose to import it to. You can edit and use it like you would any other photo. The pic isn't retained on your mobile device though, so if you want it there too, you might be better off taking a photo in the traditional manner.

## Scanning Documents.

In addition to taking photos, you can also use Continuity Camera to scan documents in the same way. Just select Scan Documents from the menu covered in Step 1, switch to the device you wish to use and then frame the document on the screen until it's covered with a yellow box. It's then scanned and your Mac imports it.

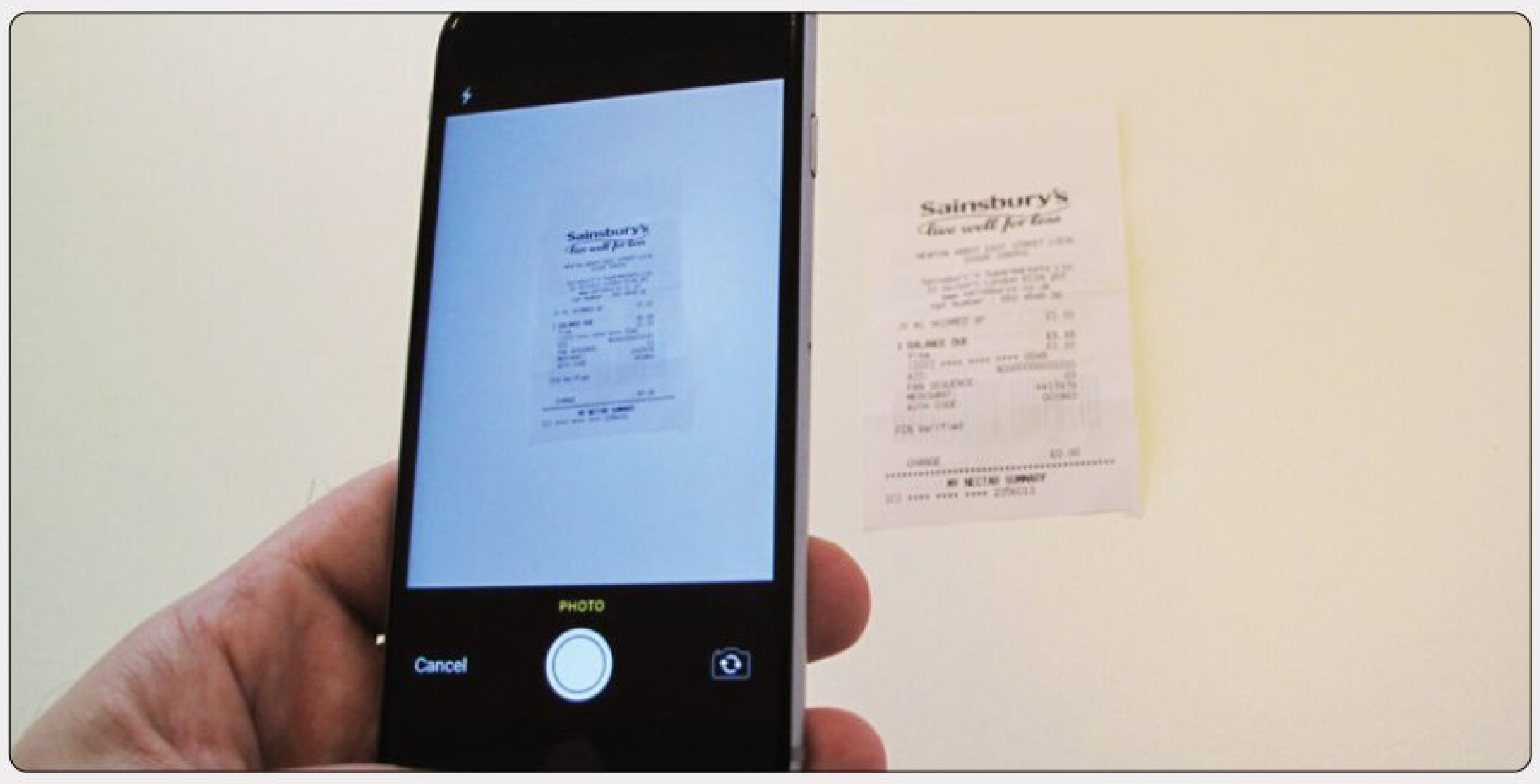
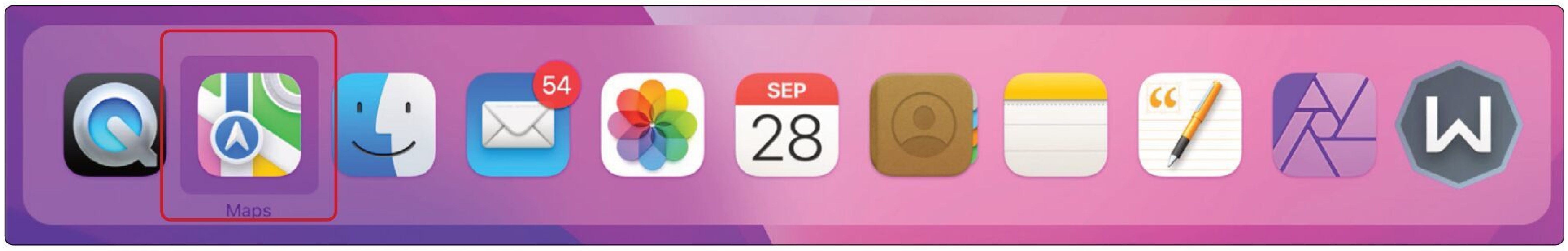


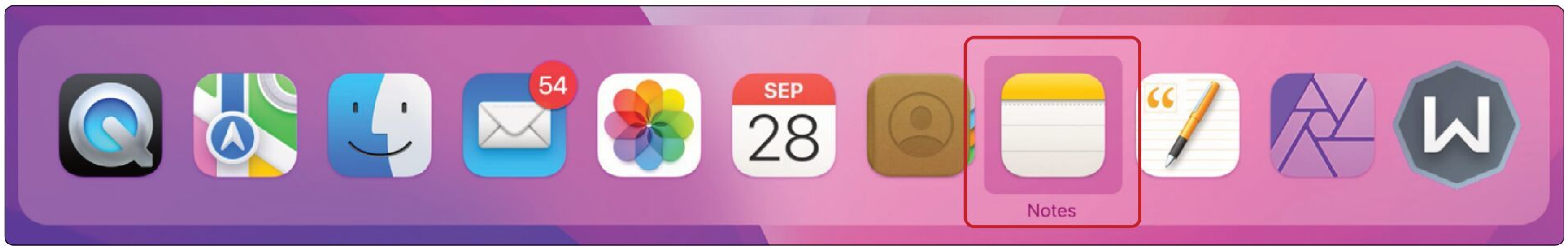
PHOTO
Cancel

# The App Switcher
## Speed Your Workflow

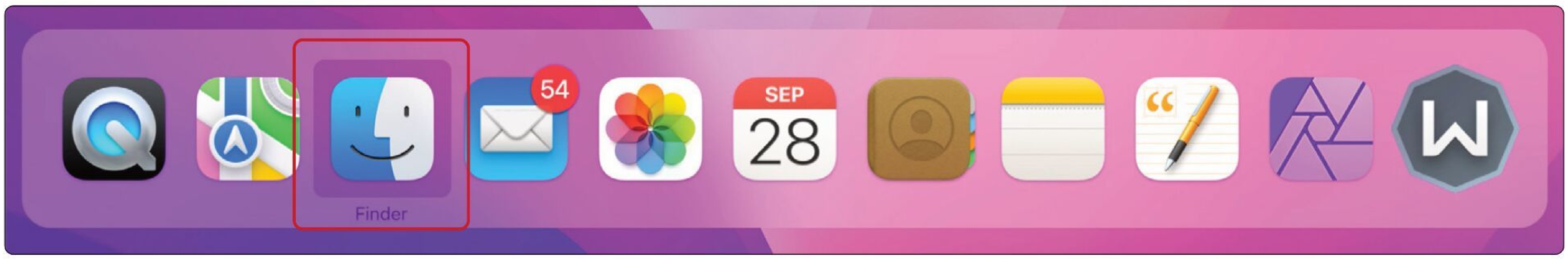
With App Switcher you can toggle between apps that are currently open and running on your Mac without taking your hands off the keyboard. It's a really great feature that significantly speeds your workflow if you use it on a regular basis. If you don't use the App Switcher already, you should give it a try.



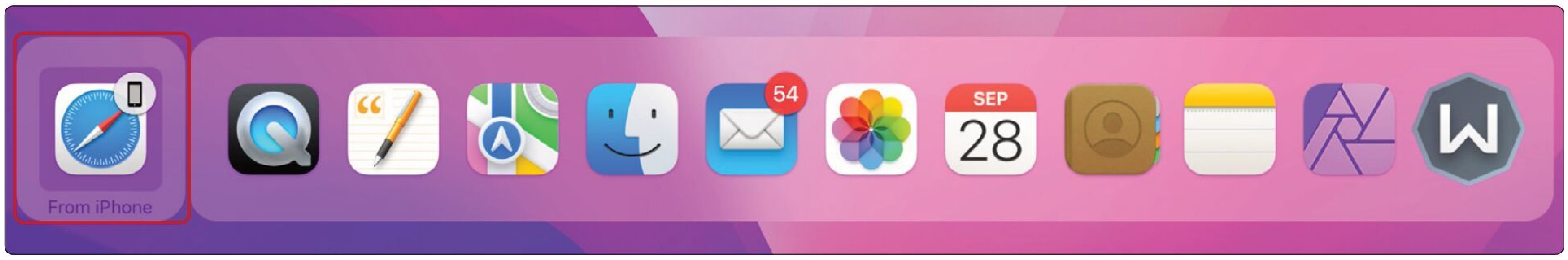
**1** The App Switcher is easy to use. Hold the cmd key and press Tab. A window showing the icons of all your open apps is displayed in a floating panel in the centre of your desktop. If you release the keys, they disappear again.



**2** You can toggle through these apps by repeatedly pressing the Tab key and releasing cmd when you've highlighted the app you want. This app is then brought to the front of your Mac, so you can make use of it straight away.



**3** You can move forwards or backwards through the list of open apps using the arrow keys at the bottom right of your keyboard, or to the left of the numeric keypad on a large keyboard. Alternatively, just click on one with your pointer.

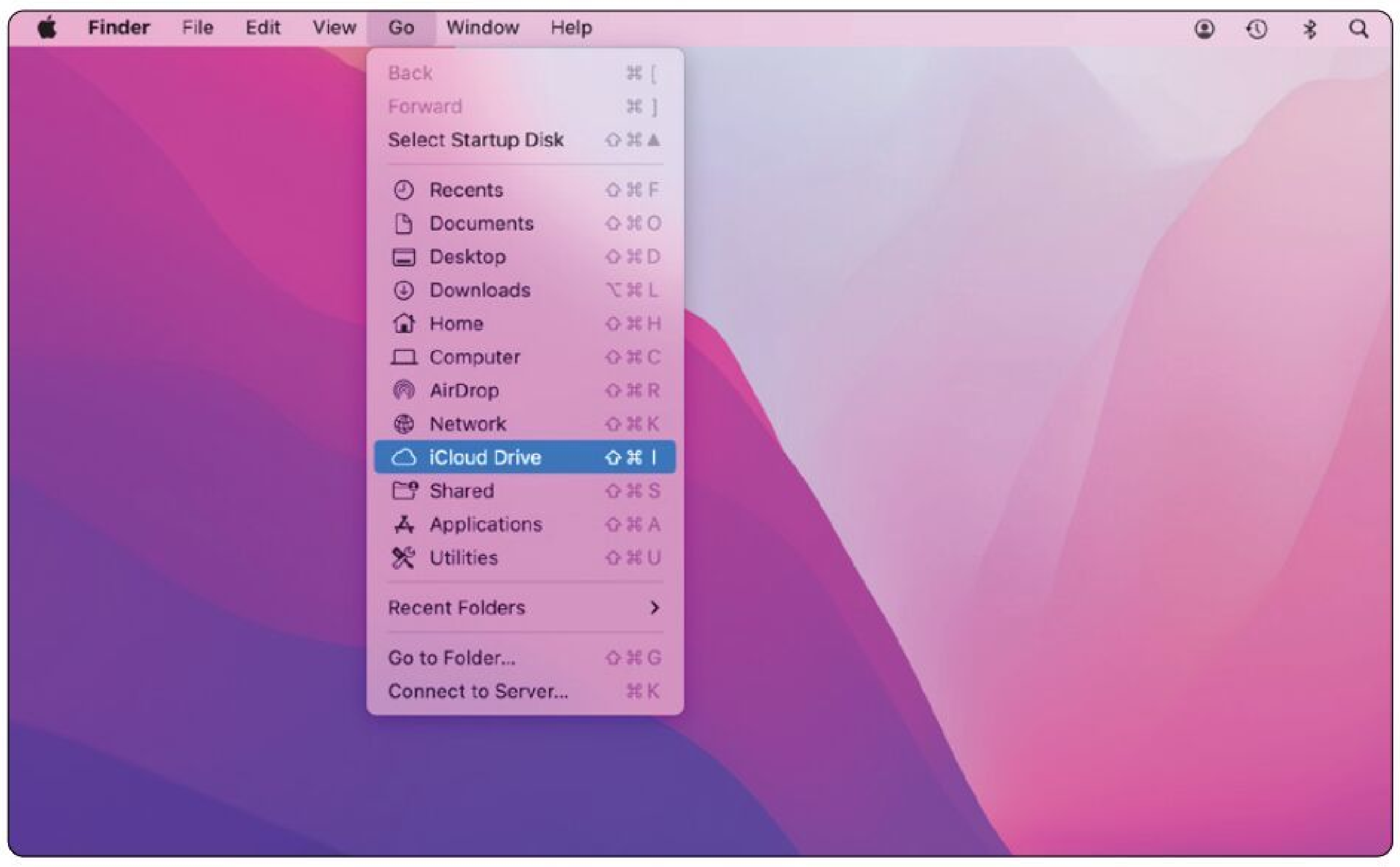


**4** If you see an icon on the left with a badge in the corner, it means you have that app open on another Apple device. Click it to open it on your Mac too, showing the same document, page or site as it does on your mobile device.

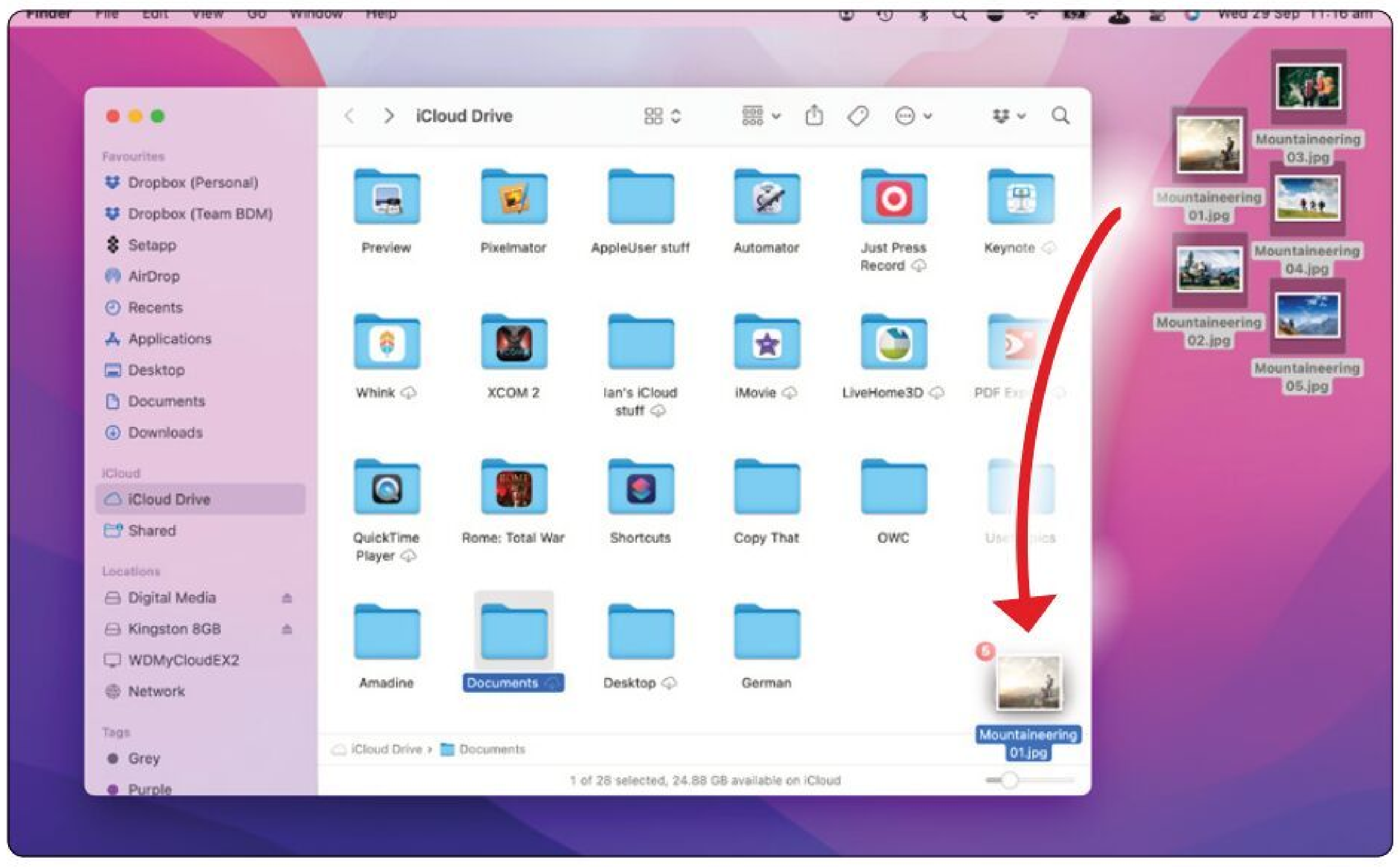
# Using iCloud For Storage & Syncing

With Apple's iCloud service, you can store documents and data on a 'cloud server', that is, a storage facility accessed over the Internet. Files stored on iCloud can be worked on using any device with a browser anywhere in the world, and you can sync settings and information over iCloud too. Here's how it works.

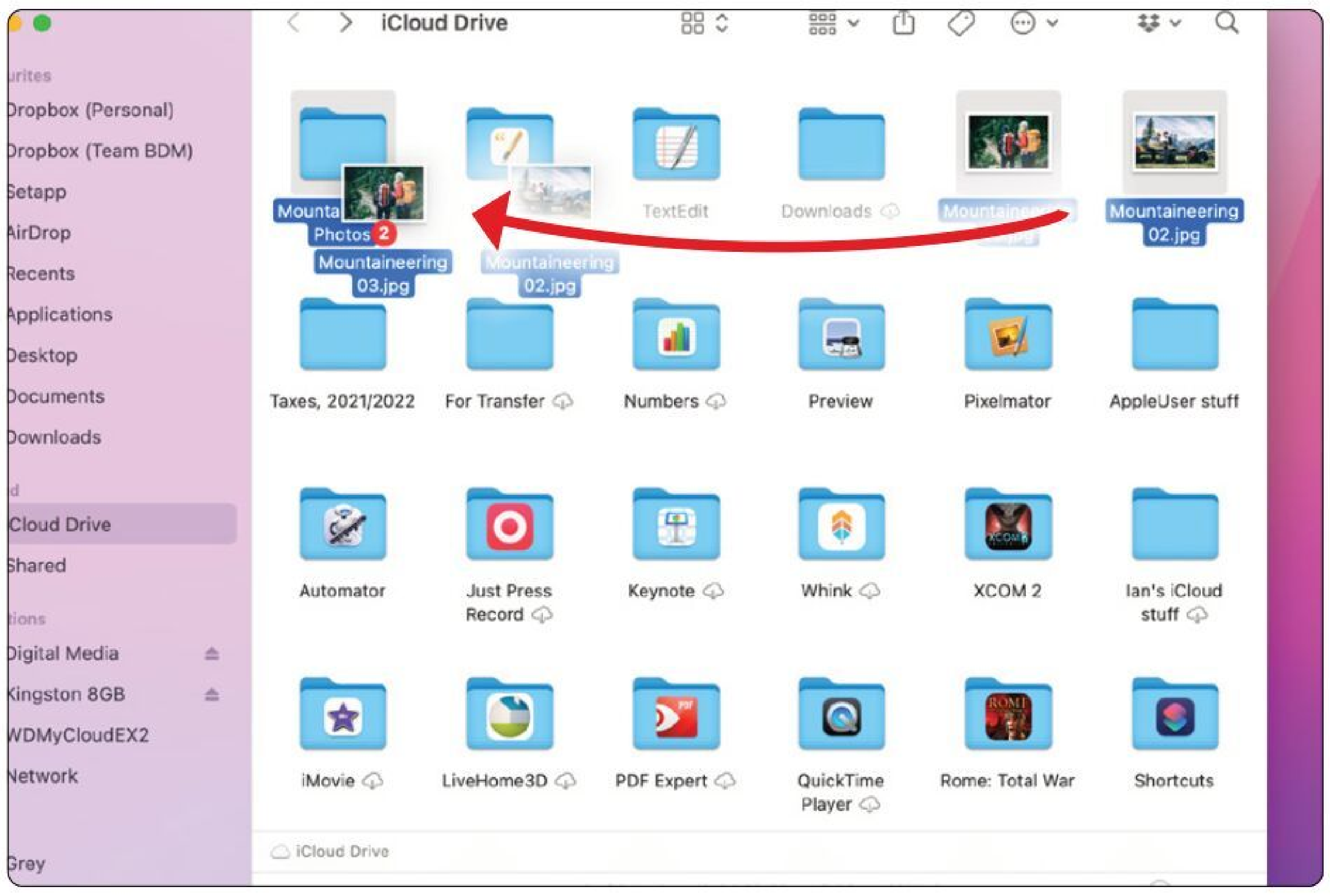
## Storing Your Documents in iCloud


Finder
File
Edit
View
Go
Window
Help
Back
Forward
Select Startup Disk
Recents
Documents
Desktop
Downloads
Home
Computer
AirDrop
Network
iCloud Drive
Shared
Applications
Utilities
Recent Folders
Go to Folder...
Connect to Server...

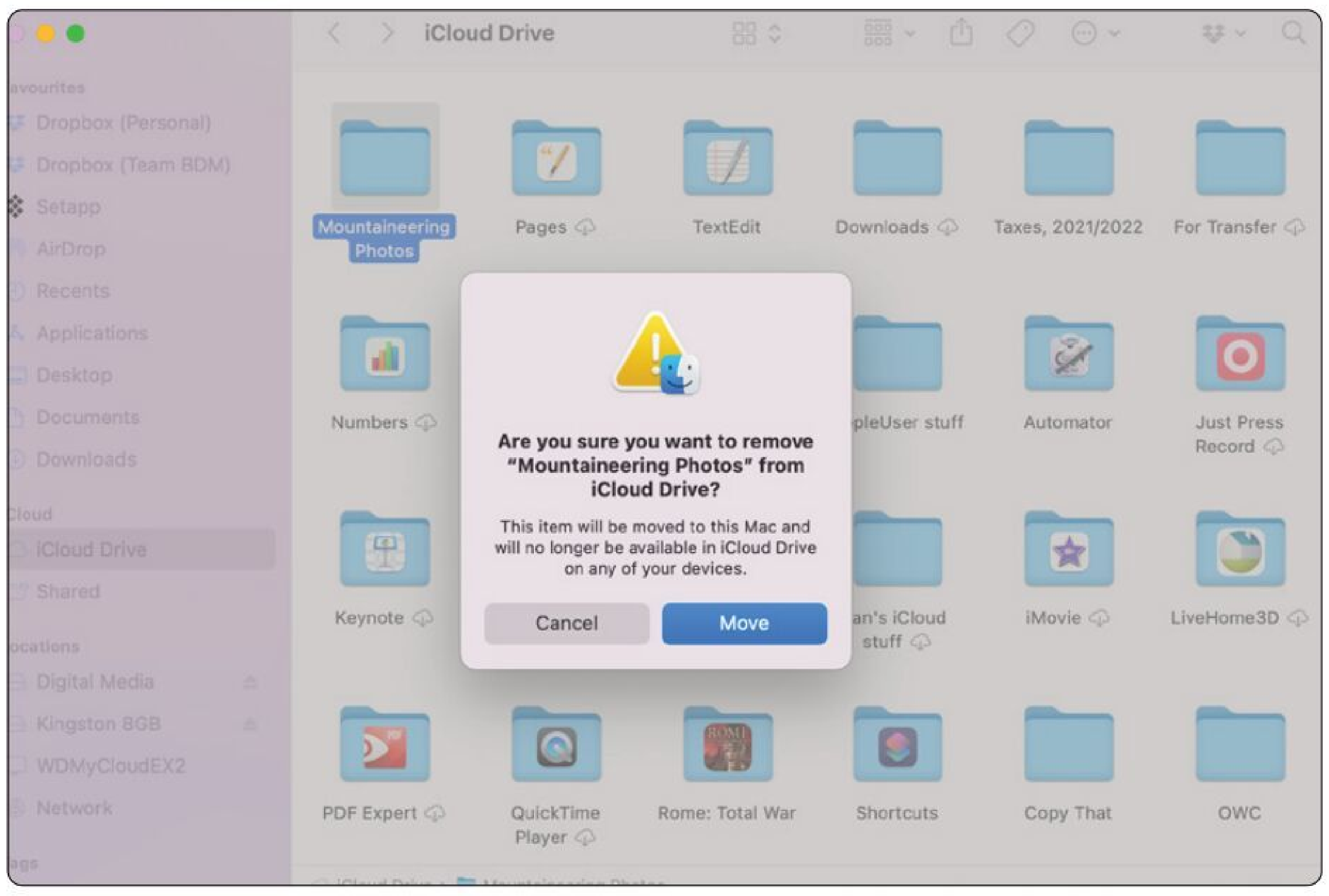
**1** Click on your desktop to open Finder, then open iCloud Drive from the Go menu. You may need to log into iCloud using your Apple ID. You'll see a Finder window showing the contents of your iCloud drive folder, with folders for some apps that store output in iCloud.


iCloud Drive
Preview
Pixelmator
AppleUser stuff
Automator
Just Press Record
Keynote
Whink
XCOM 2
Ian's iCloud stuff
iMovie
LiveHome3D
QuickTime Player
Rome: Total War
Shortcuts
Copy That
OWC
Amadine
Documents
Desktop
German
Mountaineering 01.jpg
Mountaineering 02.jpg
Mountaineering 03.jpg
Mountaineering 04.jpg
Mountaineering 05.jpg
1 of 28 selected, 24.88 GB available on iCloud

**2** To save files of any type into your iCloud Drive folder, simply drag them from their current location (in this screenshot, that's the desktop) and drop them in the open iCloud window. They are now stored remotely and accessible from any connected Apple device.


iCloud Drive
Mountaineering Photos
Mountaineering 03.jpg
Mountaineering 02.jpg
TextEdit
Downloads
Taxes, 2021/2022
For Transfer
Numbers
Preview
Pixelmator
AppleUser stuff
Automator
Just Press Record
Keynote
Whink
XCOM 2
Ian's iCloud stuff
iMovie
LiveHome3D
PDF Expert
QuickTime Player
Rome: Total War
Shortcuts

**3** You can organise your iCloud folder like any other folder, including creating new folders within it. To move files into a new folder in your iCloud Drive, just drag and drop them to where you want them, just like you would with any other Finder folder.

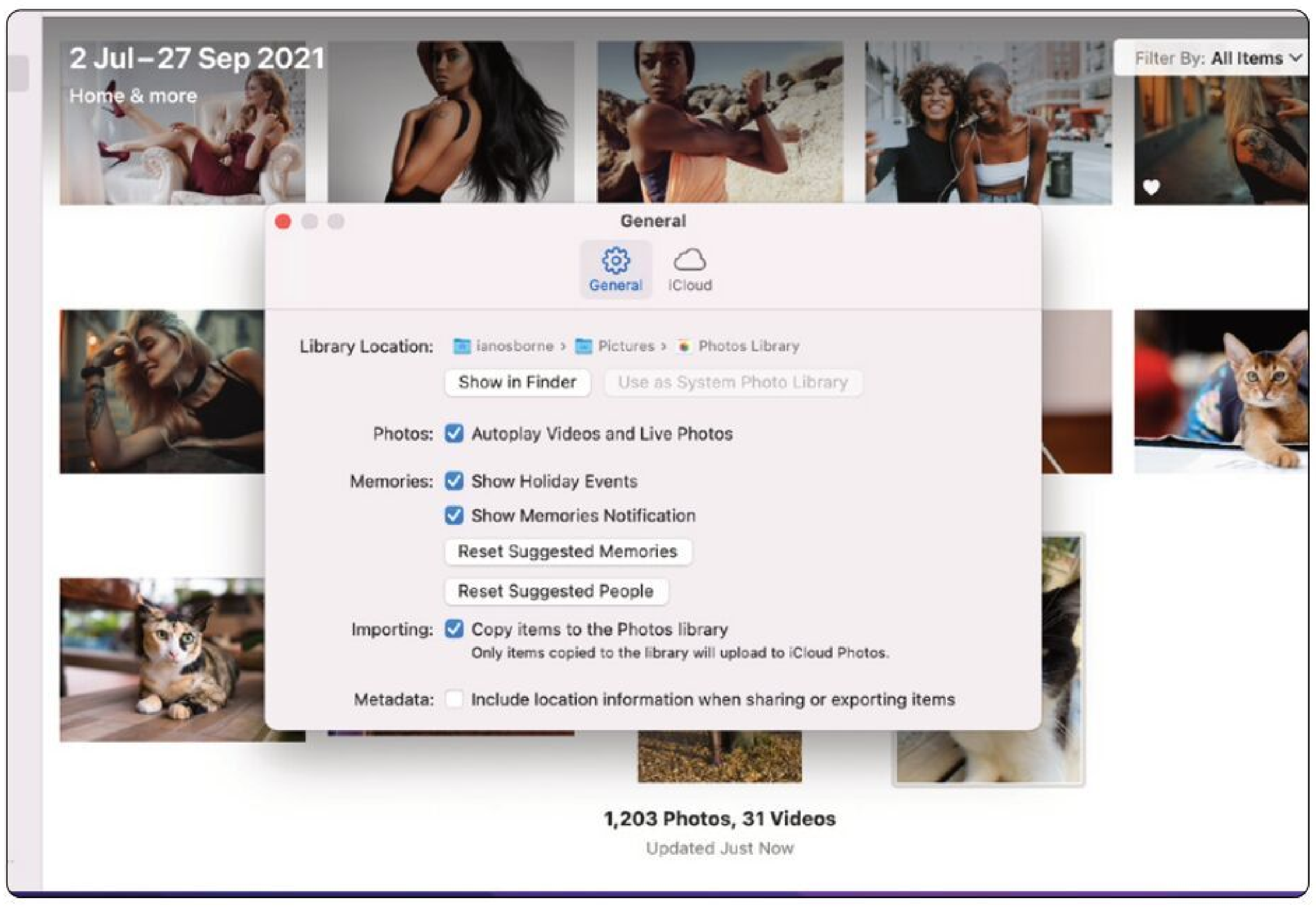

iCloud Drive
Cancel
Move

Are you sure you want to remove "Mountaineering Photos" from iCloud Drive?

This item will be moved to this Mac and will no longer be available in iCloud Drive on any of your devices.

**4** To move files out of iCloud storage and back to your hard drive, drag them out of the iCloud folder and onto your desktop or into a folder that isn't in your iCloud Drive. Confirm the move when you're asked to and the files are removed from your iCloud storage.

# iCloud Photos



General

General
iCloud

Library Location: ianosborne › Pictures › Photos Library

Show in Finder
Use as System Photo Library

Photos: ☑ Autoplay Videos and Live Photos

Memories: ☑ Show Holiday Events

☑ Show Memories Notification

Reset Suggested Memories
Reset Suggested People

Importing: ☑ Copy items to the Photos library

Only items copied to the library will upload to iCloud Photos.

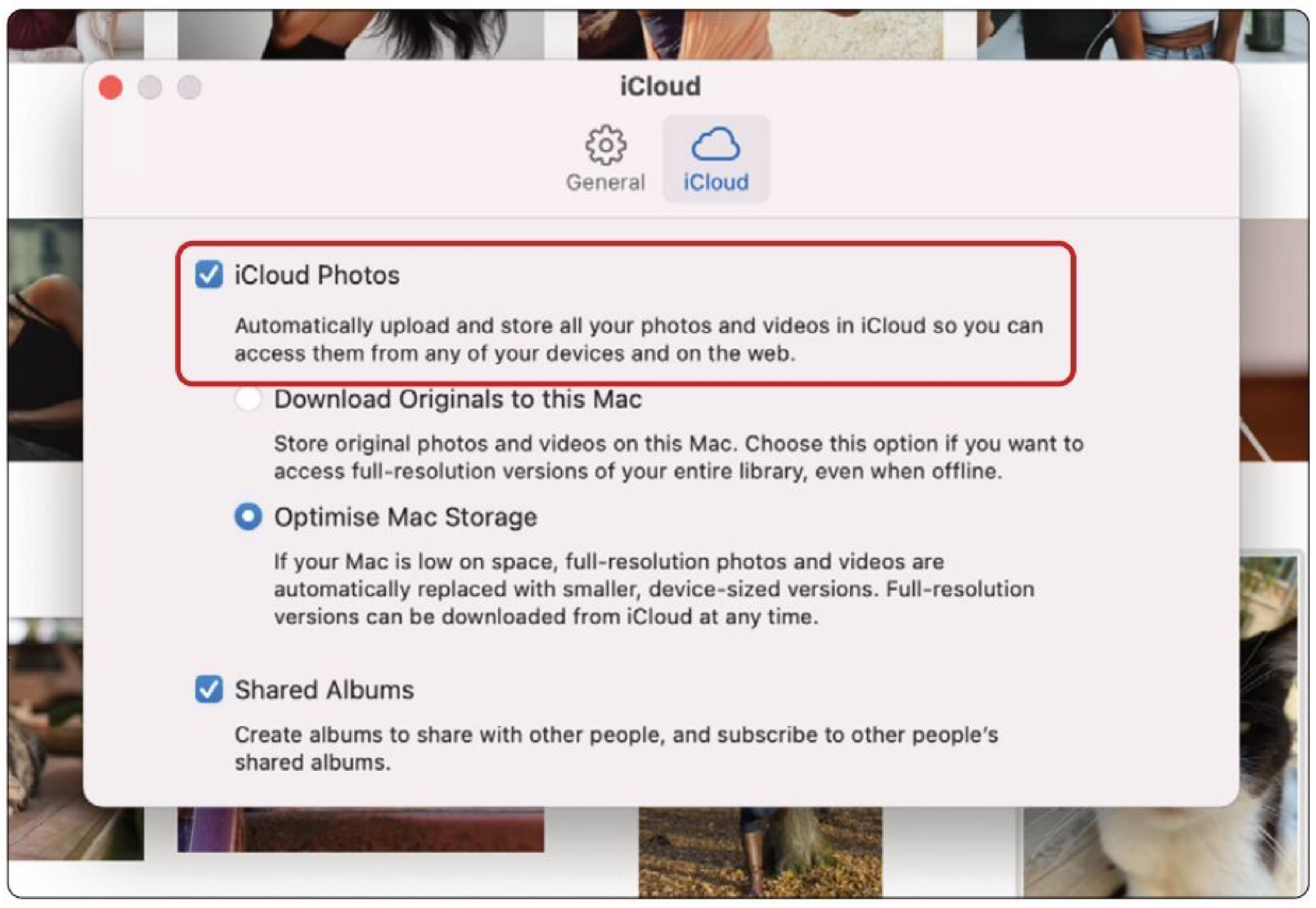
Metadata: ☐ Include location information when sharing or exporting items

1,203 Photos, 31 Videos

Updated Just Now

2 Jul – 27 Sep 2021
Home & more
Filter By: All Items

**1** To enable iCloud Photo Library on your Mac, first of all, open the Photos app and in the Photos pull-down menu, select Preferences as shown, to get the Preferences window.



iCloud

General
iCloud

☑ iCloud Photos

Automatically upload and store all your photos and videos in iCloud so you can access them from any of your devices and on the web.

○ Download Originals to this Mac

Store original photos and videos on this Mac. Choose this option if you want to access full-resolution versions of your entire library, even when offline.

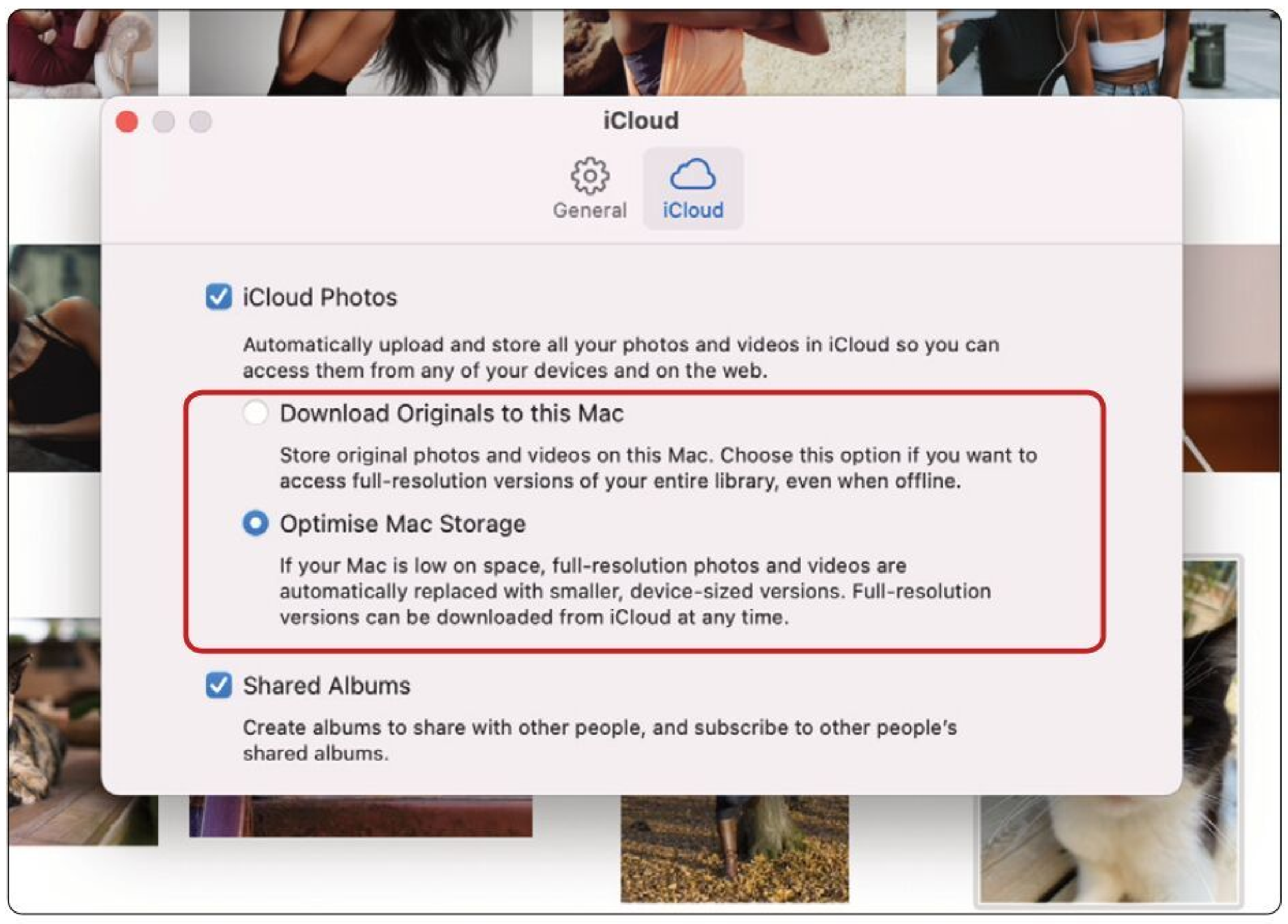
● Optimise Mac Storage

If your Mac is low on space, full-resolution photos and videos are automatically replaced with smaller, device-sized versions. Full-resolution versions can be downloaded from iCloud at any time.

☑ Shared Albums

Create albums to share with other people, and subscribe to other people's shared albums.

**2** In the Preferences window, click on iCloud and then check the box labelled iCloud Photos. Your photos are uploaded to your iCloud. This may take some time.



iCloud

General
iCloud

☑ iCloud Photos

Automatically upload and store all your photos and videos in iCloud so you can access them from any of your devices and on the web.

○ Download Originals to this Mac

Store original photos and videos on this Mac. Choose this option if you want to access full-resolution versions of your entire library, even when offline.

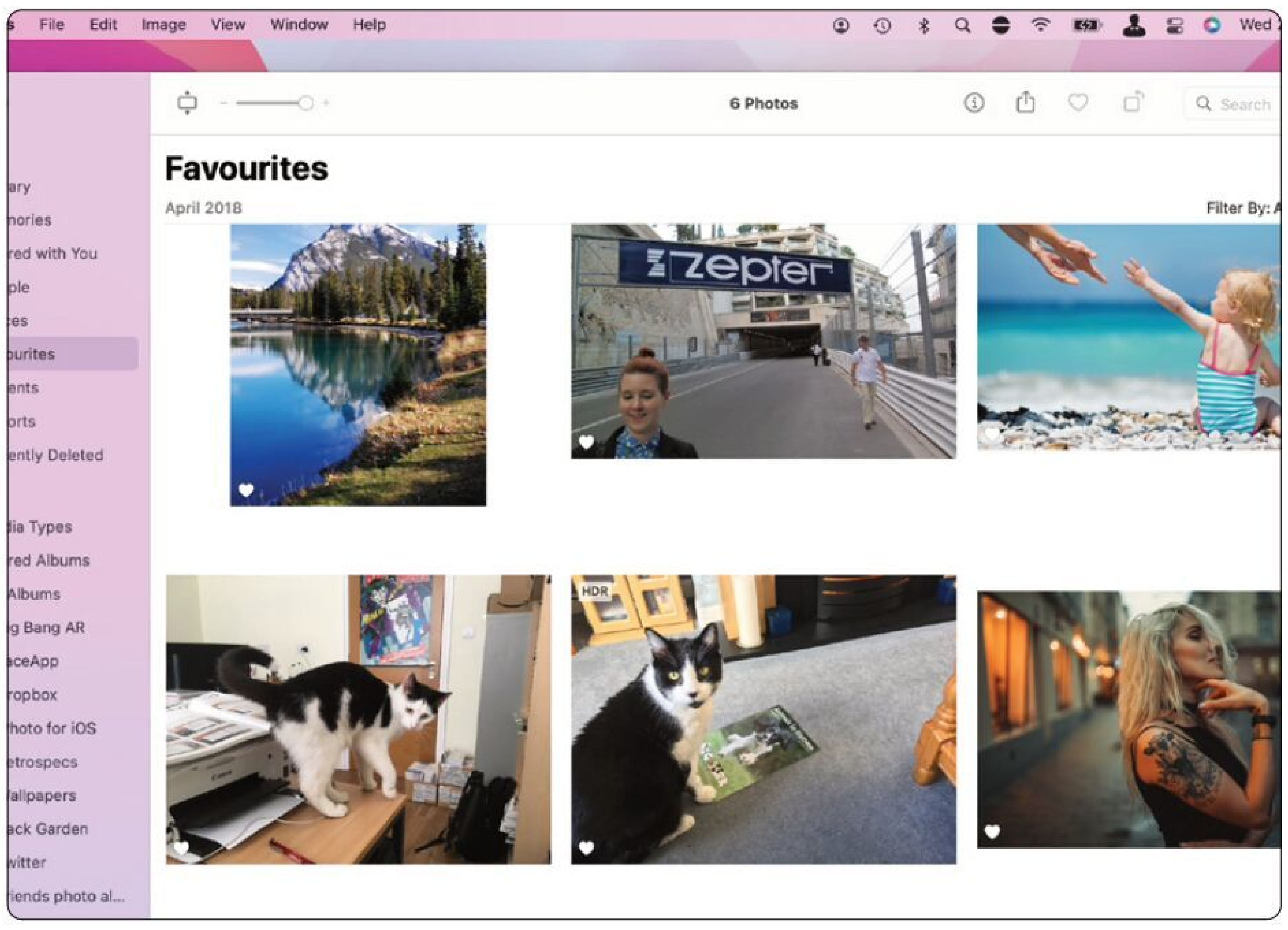
● Optimise Mac Storage

If your Mac is low on space, full-resolution photos and videos are automatically replaced with smaller, device-sized versions. Full-resolution versions can be downloaded from iCloud at any time.

☑ Shared Albums

Create albums to share with other people, and subscribe to other people's shared albums.

**3** You can choose between 'Download Originals to this Mac', to keep a backup copy of your library on your Mac and 'Optimise Mac Storage' to leave it all on the cloud.

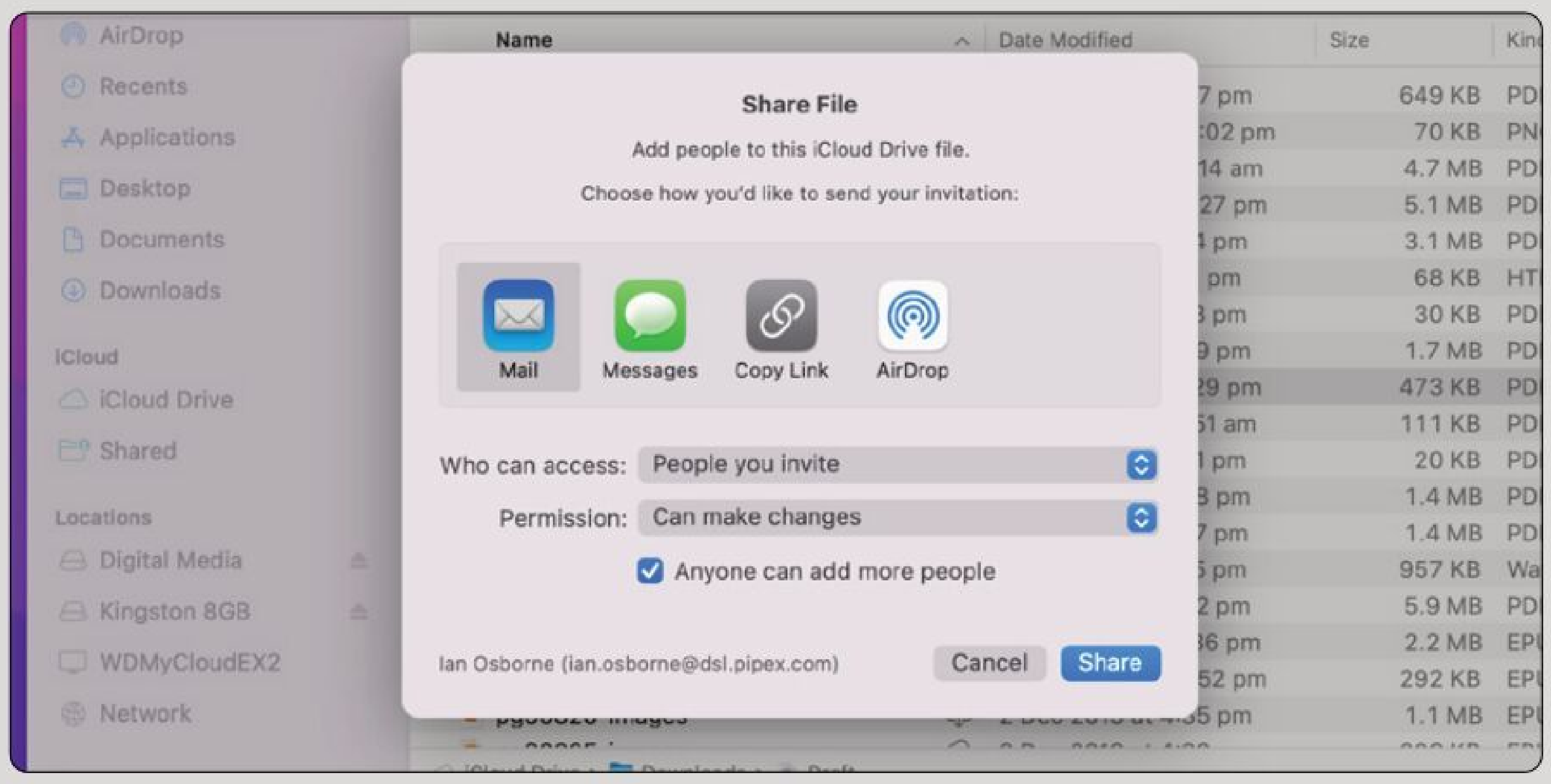


File
Edit
Image
View
Window
Help
6 Photos
Favourites
April 2018
Filter By: A
Search

**4** Now do the same on any other Macs you have. Any duplicates should be resolved by iCloud as you go. Naturally, you only need a backup of your library on one Mac.

# Sharing an iCloud File.

You can share a file in your iCloud Drive just by sending someone a link. Right or Ctrl-Click on the file and select Share > Share File. From the window that pops up, choose a means of sending the link. You can select whether the people to whom you send the link can make changes to the file or only view it.



Share File

Add people to this iCloud Drive file.

Choose how you'd like to send your invitation:

Mail
Messages
Copy Link
AirDrop

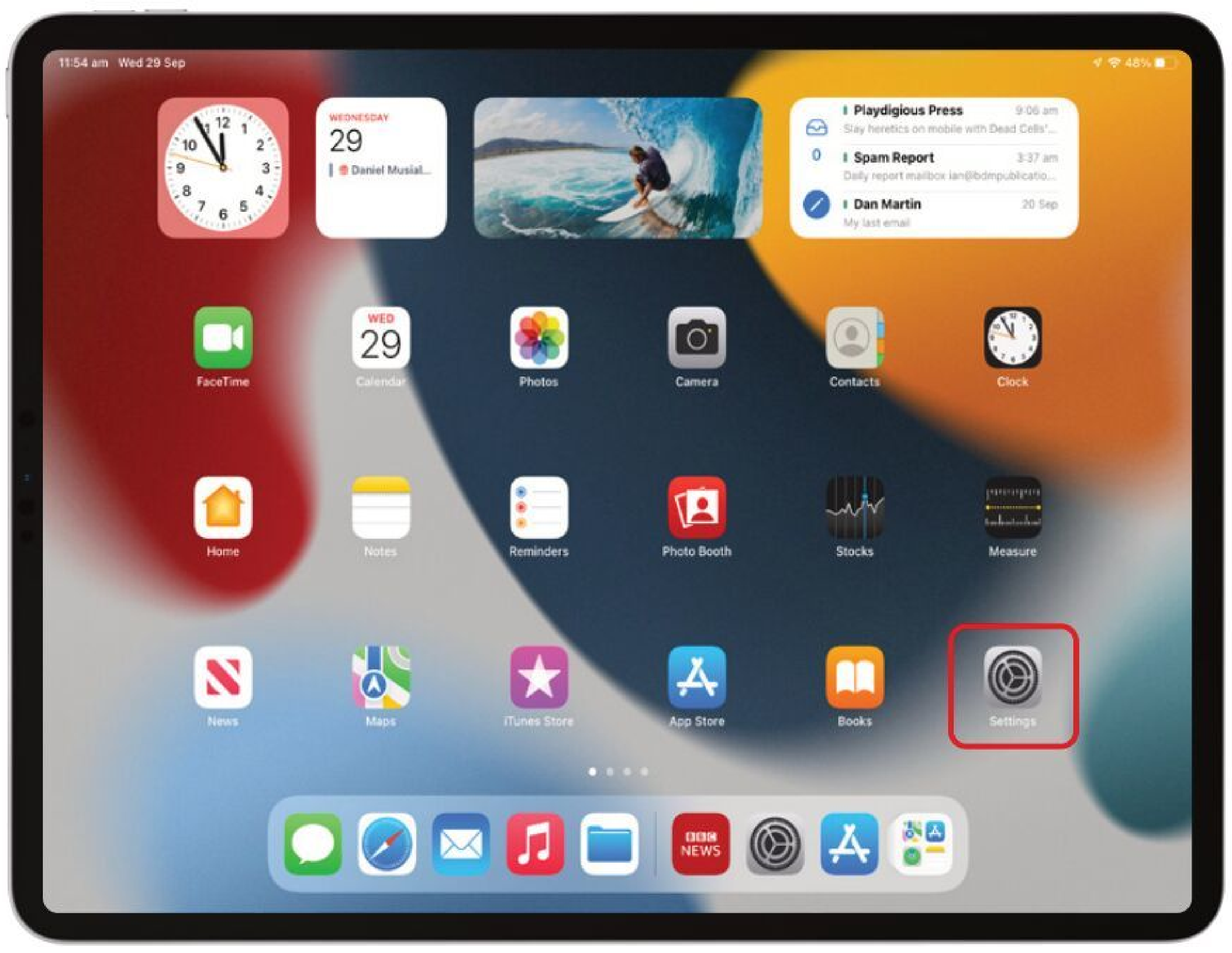
Who can access: People you invite

Permission: Can make changes

☑ Anyone can add more people

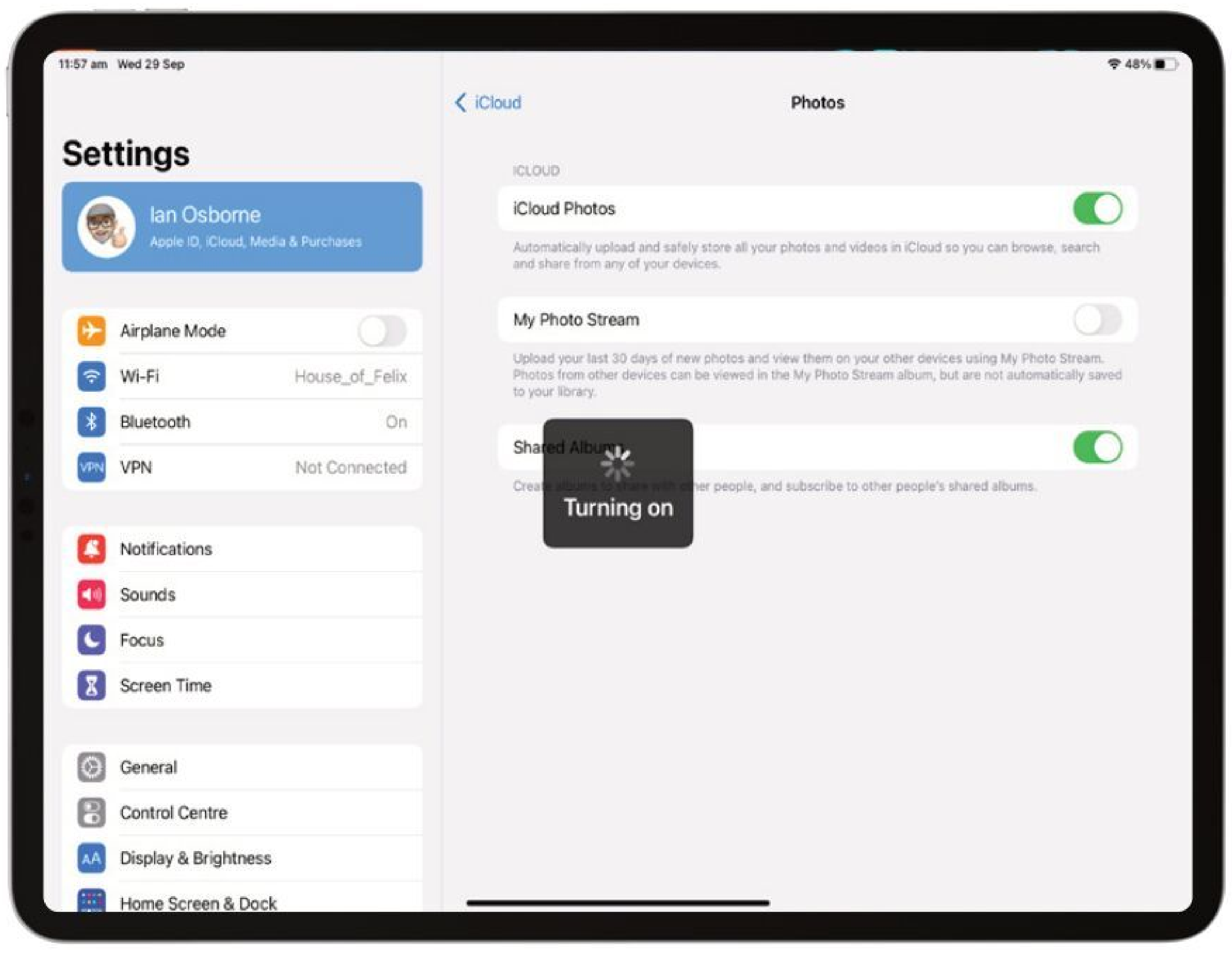
Ian Osborne (ian.osborne@dsl.pipex.com)

Cancel
Share
AirDrop
Recents
Applications
Desktop
Documents
Downloads
iCloud
iCloud Drive
Shared
Locations
Digital Media
Kingston 8GB
WDMyCloudEX2
Network
Name
Date Modified
Size

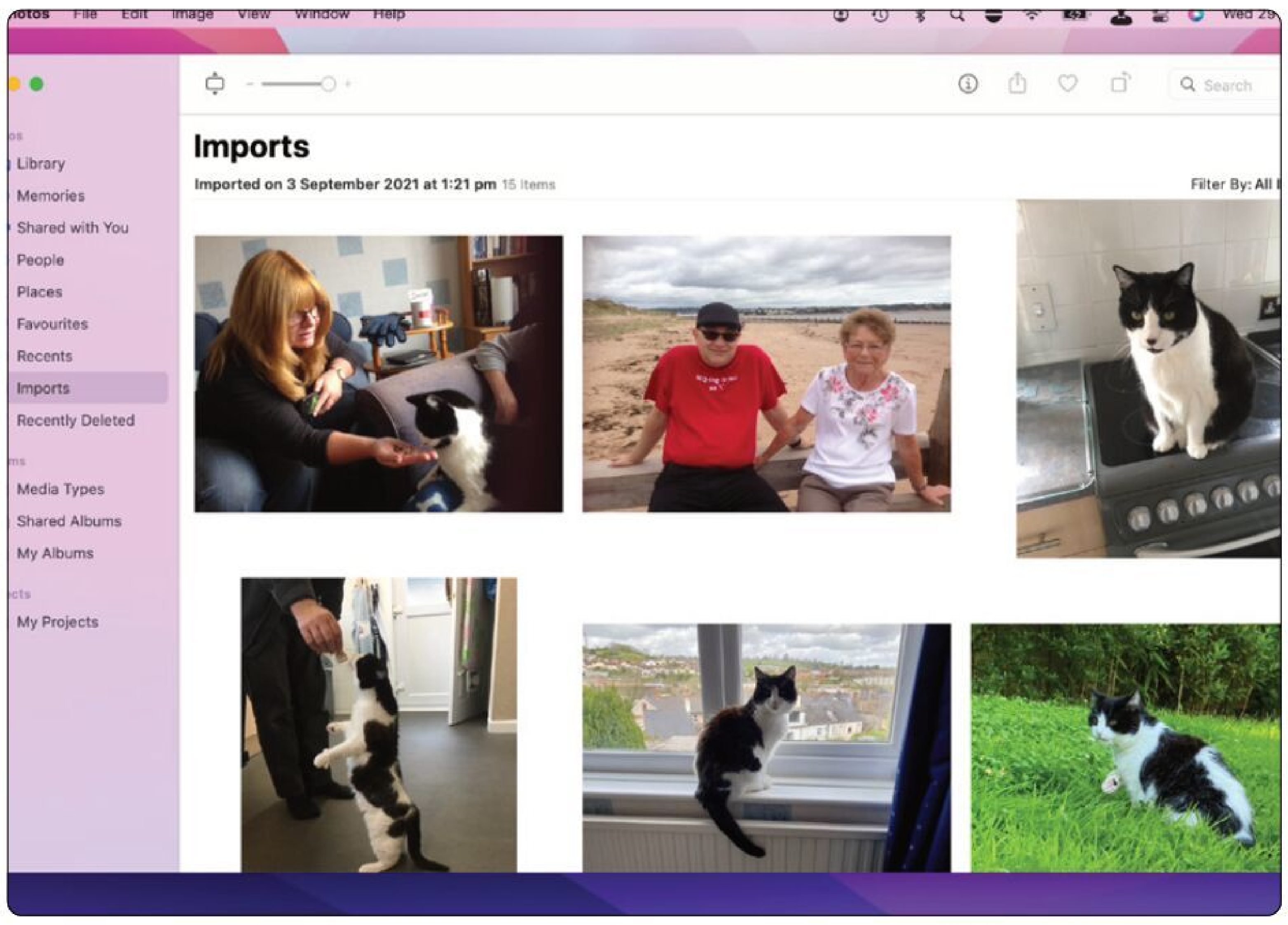


FaceTime
Calendar
Photos
Camera
Contacts
Clock
Home
Notes
Reminders
Photo Booth
Stocks
Measure
News
Maps
iTunes Store
App Store
Books
Settings

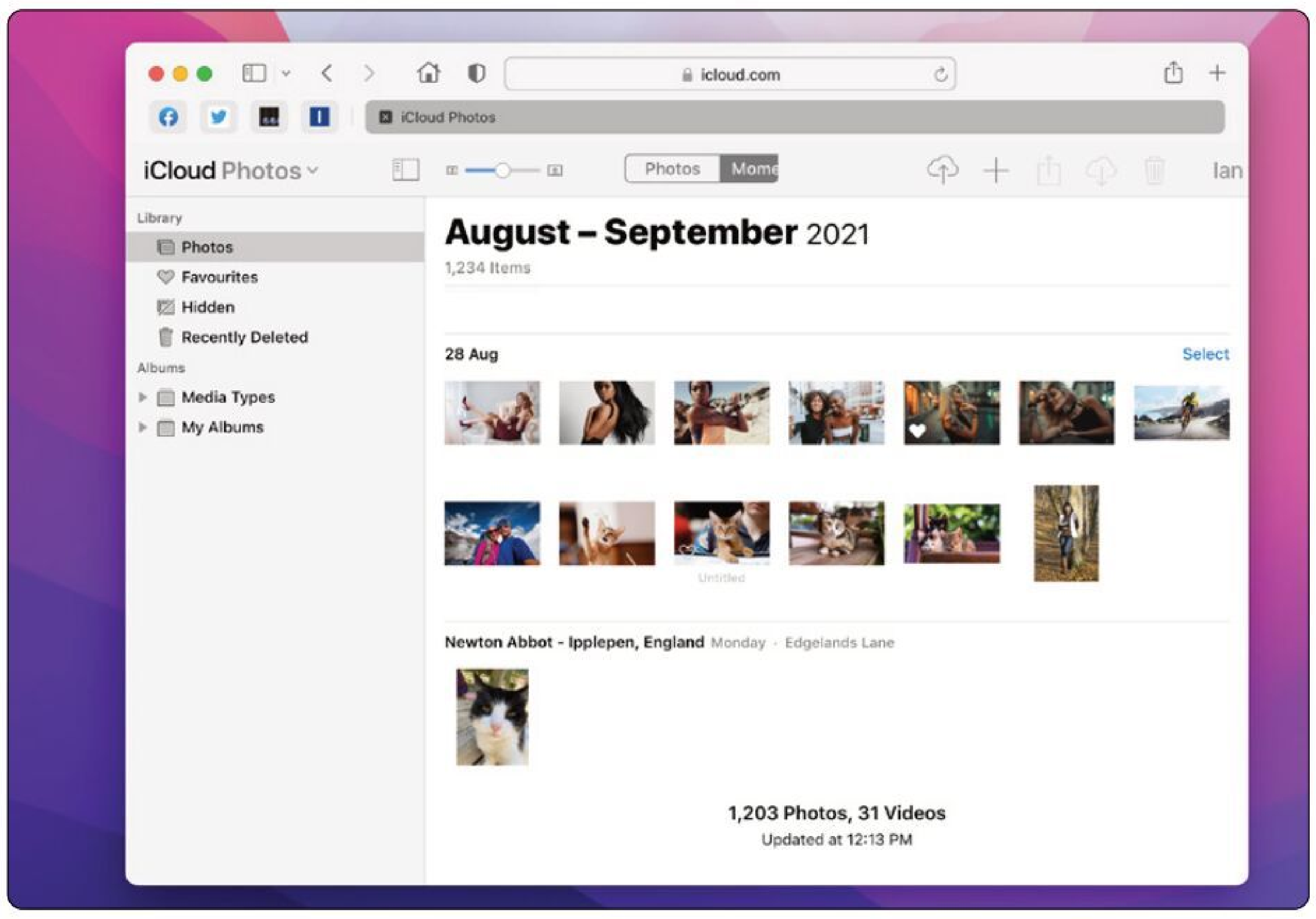
**5** To sync your iPhone or iPad's Photos app with your iCloud Photo Library, first open the Settings app from the Home screen. It's the one that looks like a machine cog.


Settings
Ian Osborne
Apple ID, iCloud, Media & Purchases
Airplane Mode
Wi-Fi House_of_Felix
Bluetooth On
VPN Not Connected
Notifications
Sounds
Focus
Screen Time
General
Control Centre
Display & Brightness
Home Screen & Dock
iCloud
Photos
ICLOUD
iCloud Photos
My Photo Stream
Shared Albums
Turning on

**6** Click your name at the top of the left column, then iCloud in the right. Click Photos and switch on iCloud Photo Library to enable syncing and upload your device's photos to iCloud.


Imports
Imported on 3 September 2021 at 1:21 pm 15 Items
Filter By: All
Library
Memories
Shared with You
People
Places
Favourites
Recents
Imports
Recently Deleted
Media Types
Shared Albums
My Albums
My Projects

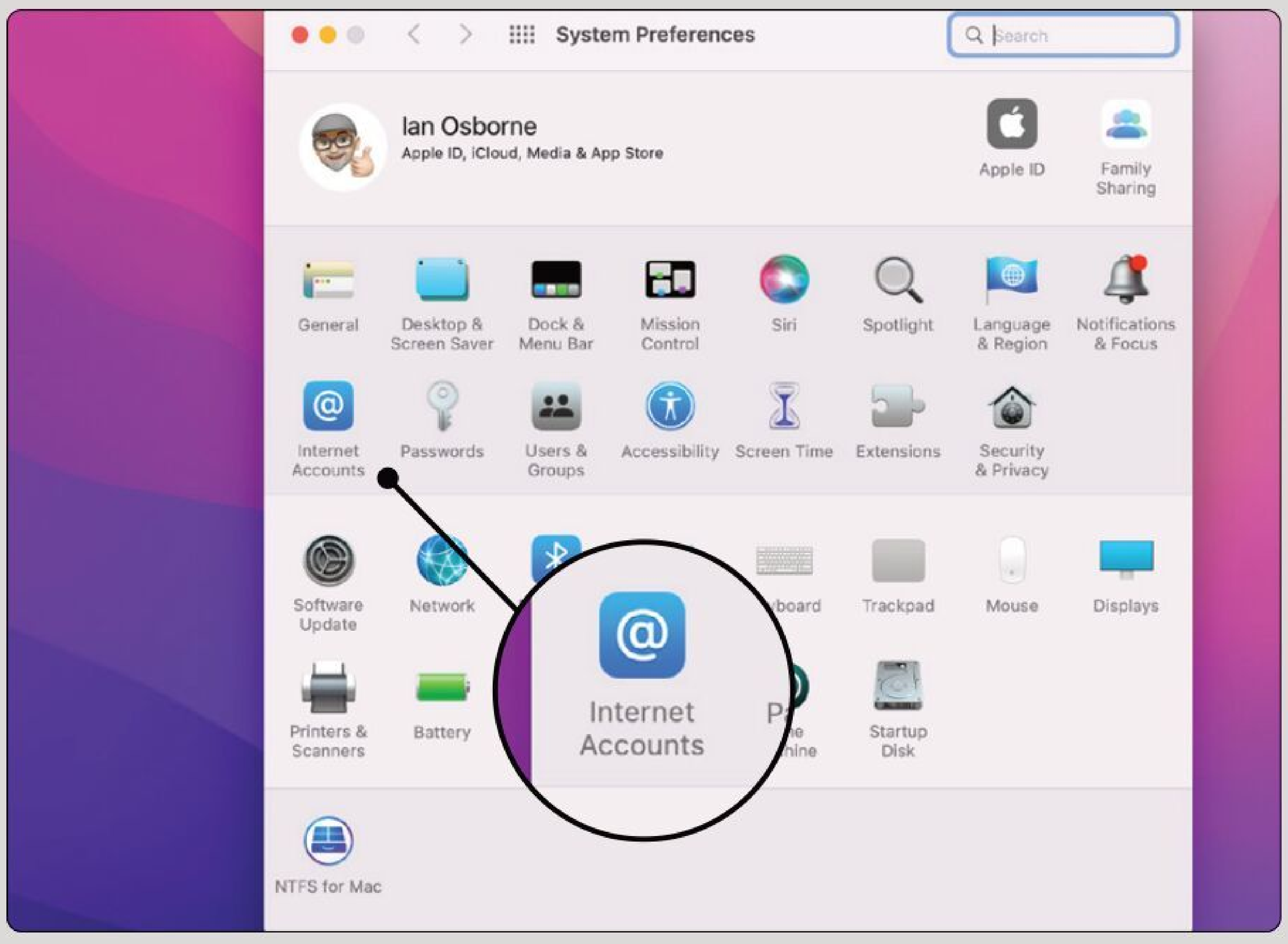
**7** All your photos are shown as thumbnails and you can select and import them. Here you can see a collection of photos imported to our Mac using iCloud Photo Library.


icloud.com
iCloud Photos
Photos
Moments
Library
Photos
Favourites
Hidden
Recently Deleted
Albums
Media Types
My Albums
August – September 2021
1,234 Items
28 Aug
Select
Newton Abbot - Ipplepen, England Monday · Edgelands Lane
1,203 Photos, 31 Videos
Updated at 12:13 PM

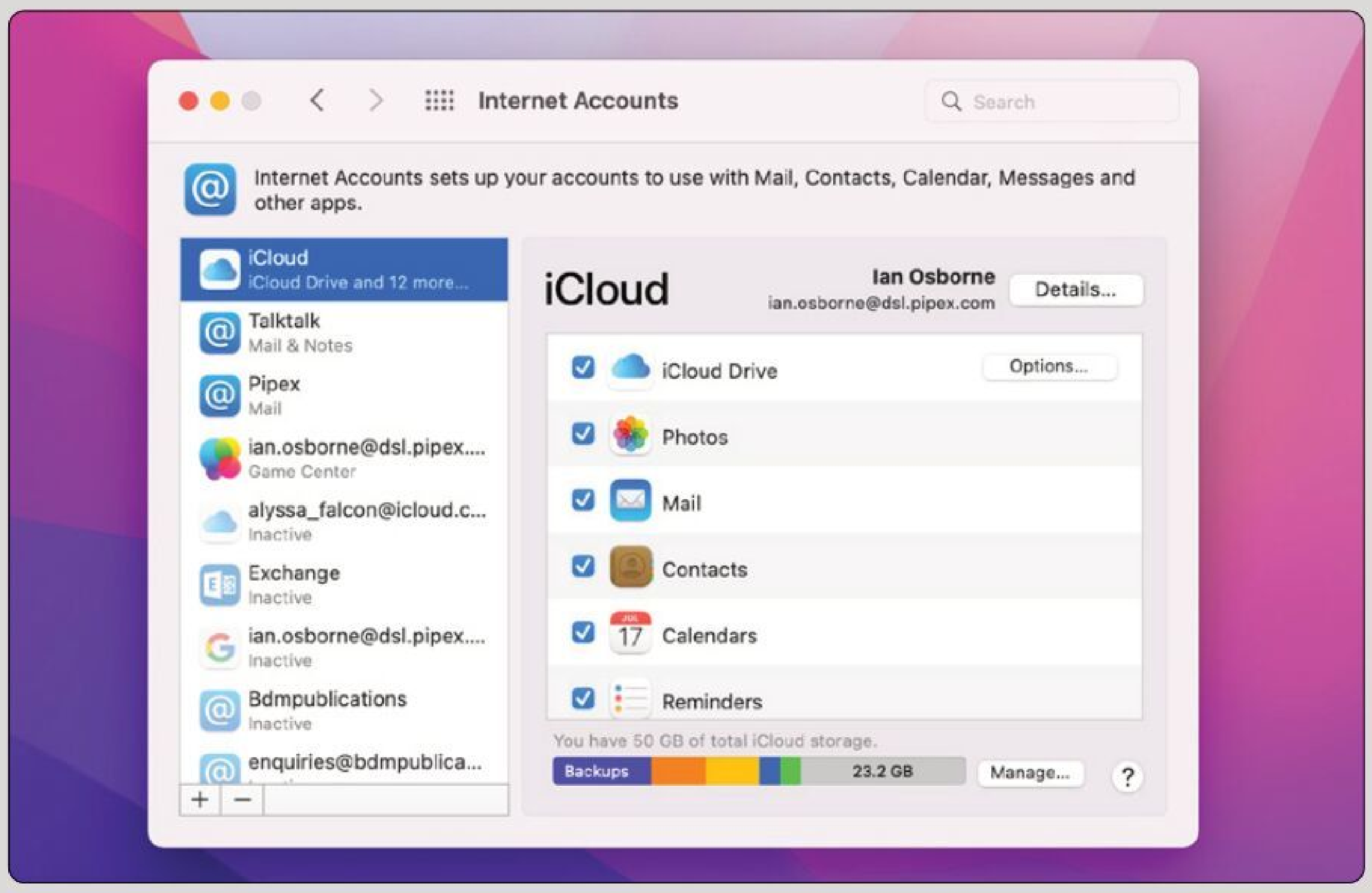
**8** You can also review your photos from any computer with a web browser. Just go to www.icloud.com, log into your iCloud account and open the Photos web application.

# Syncing Apps in iCloud.

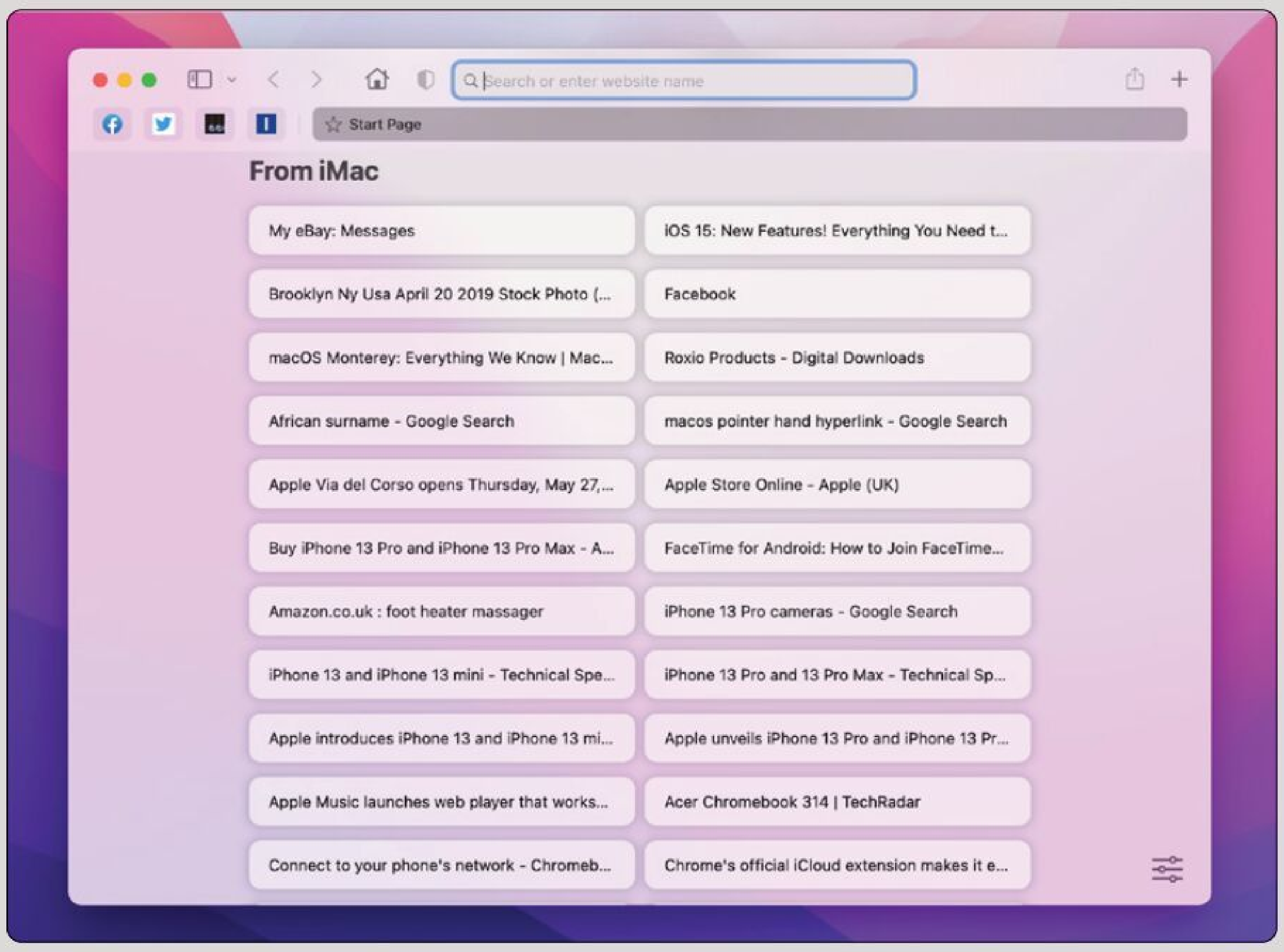
You can sync apps such as Mail, Contacts and Notes in iCloud, so edits made on one device also appear on others.


System Preferences
Search
Ian Osborne
Apple ID, iCloud, Media & App Store
Apple ID
Family Sharing
General
Desktop & Screen Saver
Dock & Menu Bar
Mission Control
Siri
Spotlight
Language & Region
Notifications & Focus
Internet Accounts
Passwords
Users & Groups
Accessibility
Screen Time
Extensions
Security & Privacy
Software Update
Network
Trackpad
Mouse
Displays
Printers & Scanners
Battery
Startup Disk
NTFS for Mac
Internet Accounts

Open System Preferences, through the Apple menu, the Dock or the Applications Folder. It doesn't matter which. Click on Internet Accounts, in the second row.

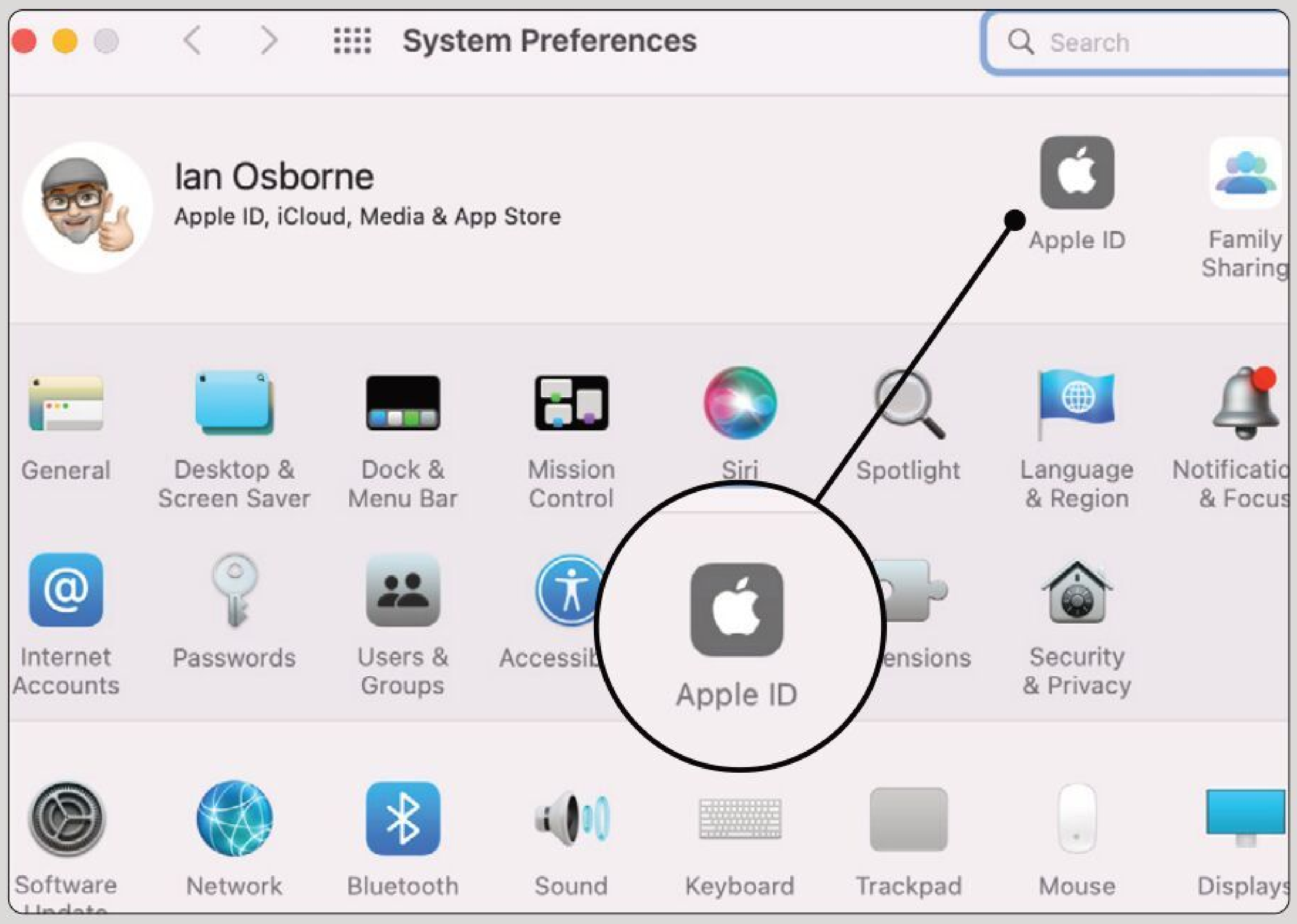

Internet Accounts
Search
Internet Accounts sets up your accounts to use with Mail, Contacts, Calendar, Messages and other apps.
iCloud
iCloud Drive and 12 more...
Talktalk
Mail & Notes
Pipex
Mail
ian.osborne@dsl.pipex....
Game Center
alyssa_falcon@icloud.c...
Inactive
Exchange
Inactive
ian.osborne@dsl.pipex....
Inactive
Bdmpublications
Inactive
enquiries@bdmpublica...
iCloud
Ian Osborne
ian.osborne@dsl.pipex.com
Details...
☑ iCloud Drive
Options...
☑ Photos
☑ Mail
☑ Contacts
☑ Calendars
☑ Reminders
You have 50 GB of total iCloud storage.
Backups
23.2 GB
Manage...

Click on the iCloud option in the left sidebar to see which apps are currently set to sync via your iCloud account. If any are unticked that you want to sync, tick them.

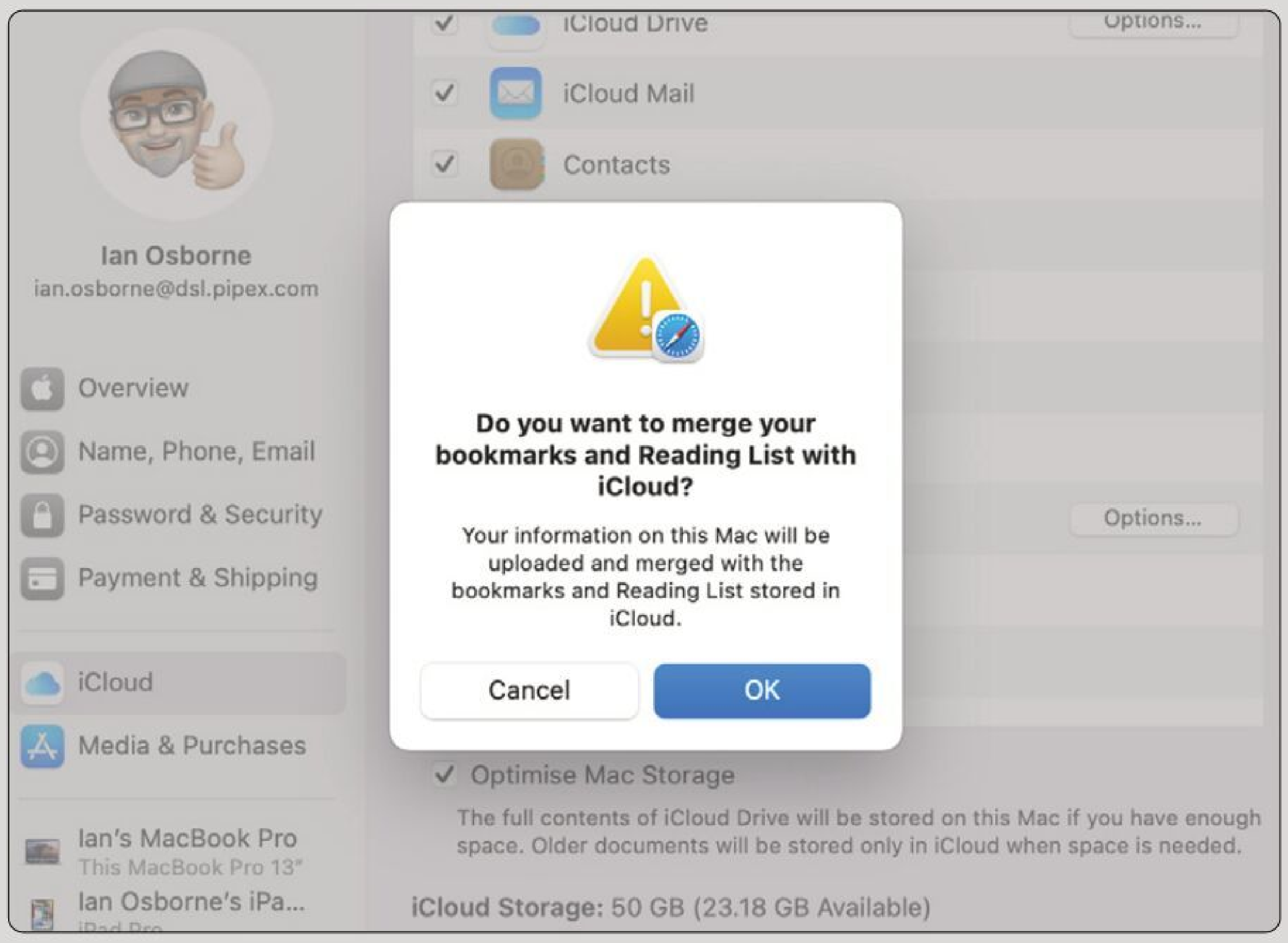

Search or enter website name
Start Page
From iMac
My eBay: Messages
iOS 15: New Features! Everything You Need t...
Brooklyn Ny Usa April 20 2019 Stock Photo (...
Facebook
macOS Monterey: Everything We Know | Mac...
Roxio Products - Digital Downloads
African surname - Google Search
macos pointer hand hyperlink - Google Search
Apple Via del Corso opens Thursday, May 27,...
Apple Store Online - Apple (UK)
Buy iPhone 13 Pro and iPhone 13 Pro Max - A...
FaceTime for Android: How to Join FaceTime...
Amazon.co.uk : foot heater massager
iPhone 13 Pro cameras - Google Search
iPhone 13 and iPhone 13 mini - Technical Spe...
iPhone 13 Pro and 13 Pro Max - Technical Sp...
Apple introduces iPhone 13 and iPhone 13 mi...
Apple unveils iPhone 13 Pro and iPhone 13 Pr...
Apple Music launches web player that works...
Acer Chromebook 314 | TechRadar
Connect to your phone's network - Chromeb...
Chrome's official iCloud extension makes it e...

Your chosen apps are now synchronised across all your Apple devices signed into the same iCloud account, as long as those devices are also set to sync the same data.

# Safari in iCloud.


System Preferences
Search
Ian Osborne
Apple ID, iCloud, Media & App Store
Apple ID
Family Sharing
General
Desktop & Screen Saver
Dock & Menu Bar
Mission Control
Siri
Spotlight
Language & Region
Notifications & Focus
Internet Accounts
Passwords
Users & Groups
Accessibility
Extensions
Security & Privacy
Software Update
Network
Bluetooth
Sound
Keyboard
Trackpad
Mouse
Displays

To let iCloud share all your information from Safari across your devices, first of all, open System Preferences and click on the Apple ID icon in the top row. Now click on iCloud in the left-hand sidebar.


iCloud Drive
Options...
iCloud Mail
Contacts
Ian Osborne
ian.osborne@dsl.pipex.com
Overview
Name, Phone, Email
Password & Security
Payment & Shipping
iCloud
Media & Purchases
Ian's MacBook Pro
This MacBook Pro 13"
Ian Osborne's iPa...
Options...
Cancel
OK
Optimise Mac Storage

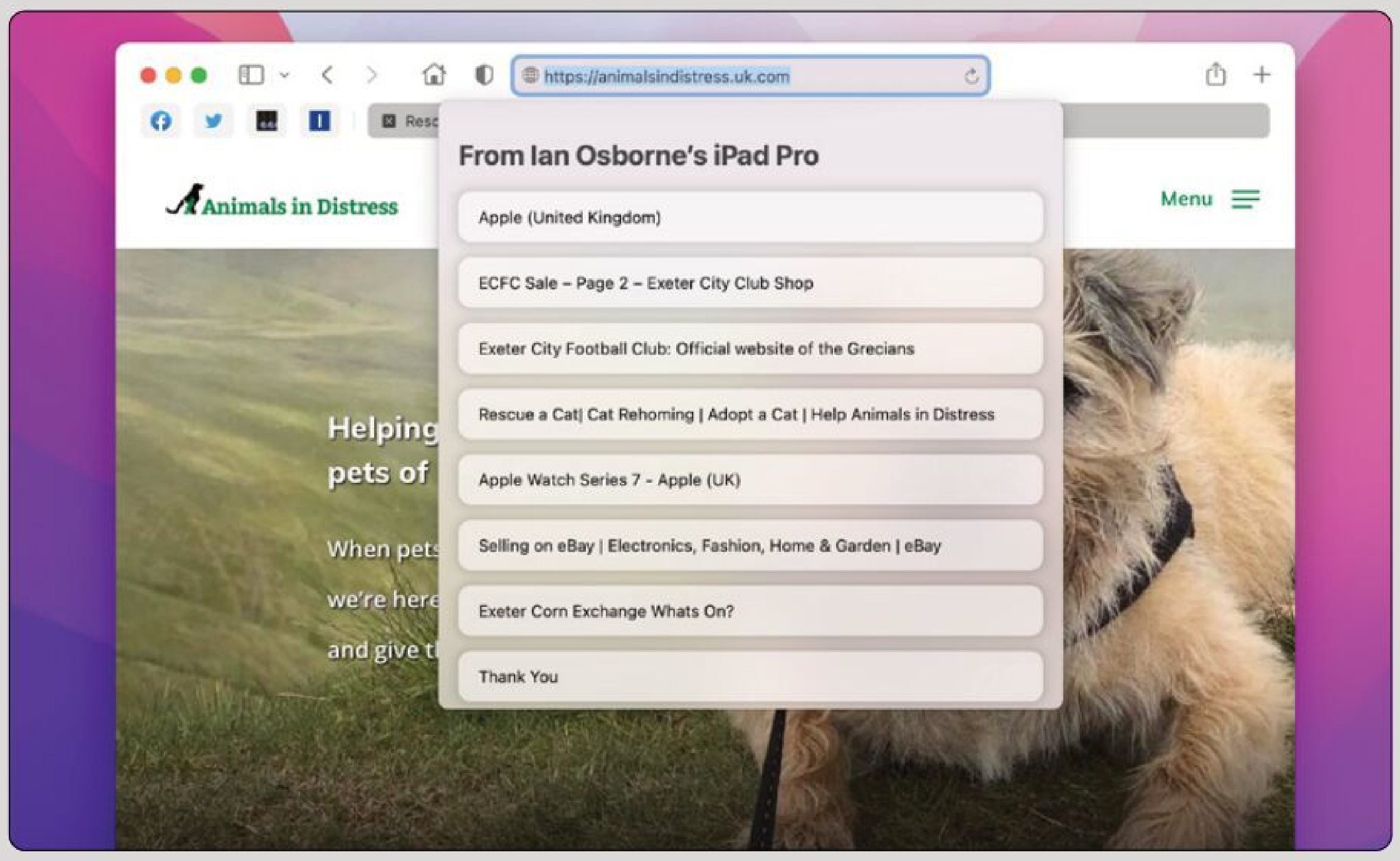
**Do you want to merge your bookmarks and Reading List with iCloud?**

Your information on this Mac will be uploaded and merged with the bookmarks and Reading List stored in iCloud.

The full contents of iCloud Drive will be stored on this Mac if you have enough space. Older documents will be stored only in iCloud when space is needed.

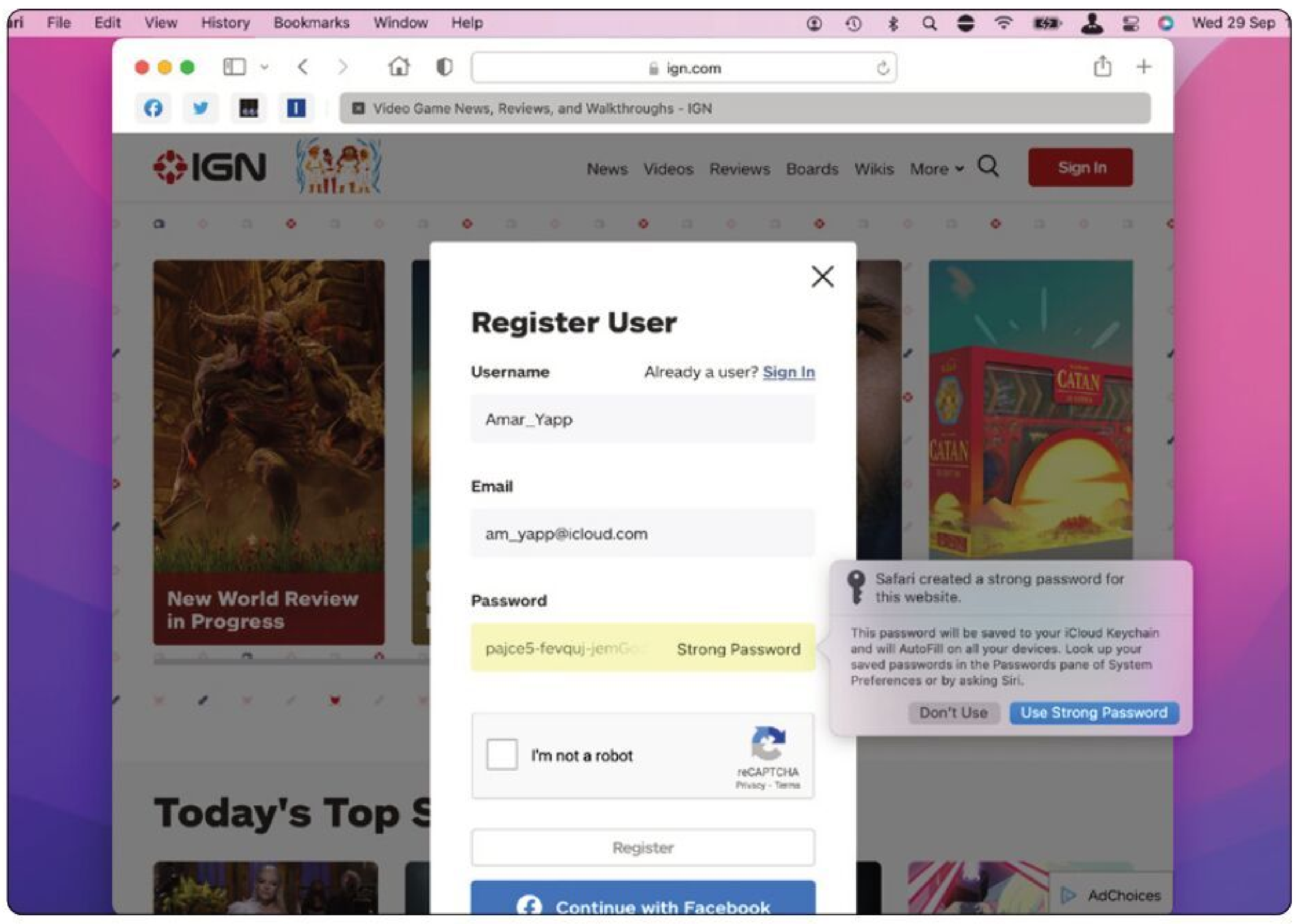
iCloud Storage: 50 GB (23.18 GB Available)

Find Safari and check its checkbox. You can now access your bookmarks and reading list on your other Apple devices, as long as they're linked to the same iCloud account and also have Safari ticked. Click OK to merge information, should the box appear.


https://animalsindistress.uk.com
Animals in Distress
Menu
Helping pets of
From Ian Osborne's iPad Pro
Apple (United Kingdom)
ECFC Sale – Page 2 – Exeter City Club Shop
Exeter City Football Club: Official website of the Grecians
Rescue a Cat| Cat Rehoming | Adopt a Cat | Help Animals in Distress
Apple Watch Series 7 - Apple (UK)
Selling on eBay | Electronics, Fashion, Home & Garden | eBay
Exeter Corn Exchange Whats On?
Thank You

If you have tabs open in Safari on another Apple device, you can access them on your Mac via the cloud. In Safari, click the URL bar to see the Start Page icons, and scroll it up to see the sites you have open on other devices.

# iCloud Keychain


ign.com
Video Game News, Reviews, and Walkthroughs - IGN
IGN
News
Videos
Reviews
Boards
Wikis
More
Sign In
New World Review in Progress
Today's Top S
Register
Continue with Facebook
Don't Use
Use Strong Password
AdChoices

**Register User**

Username: Amar_Yapp

Email: am_yapp@icloud.com

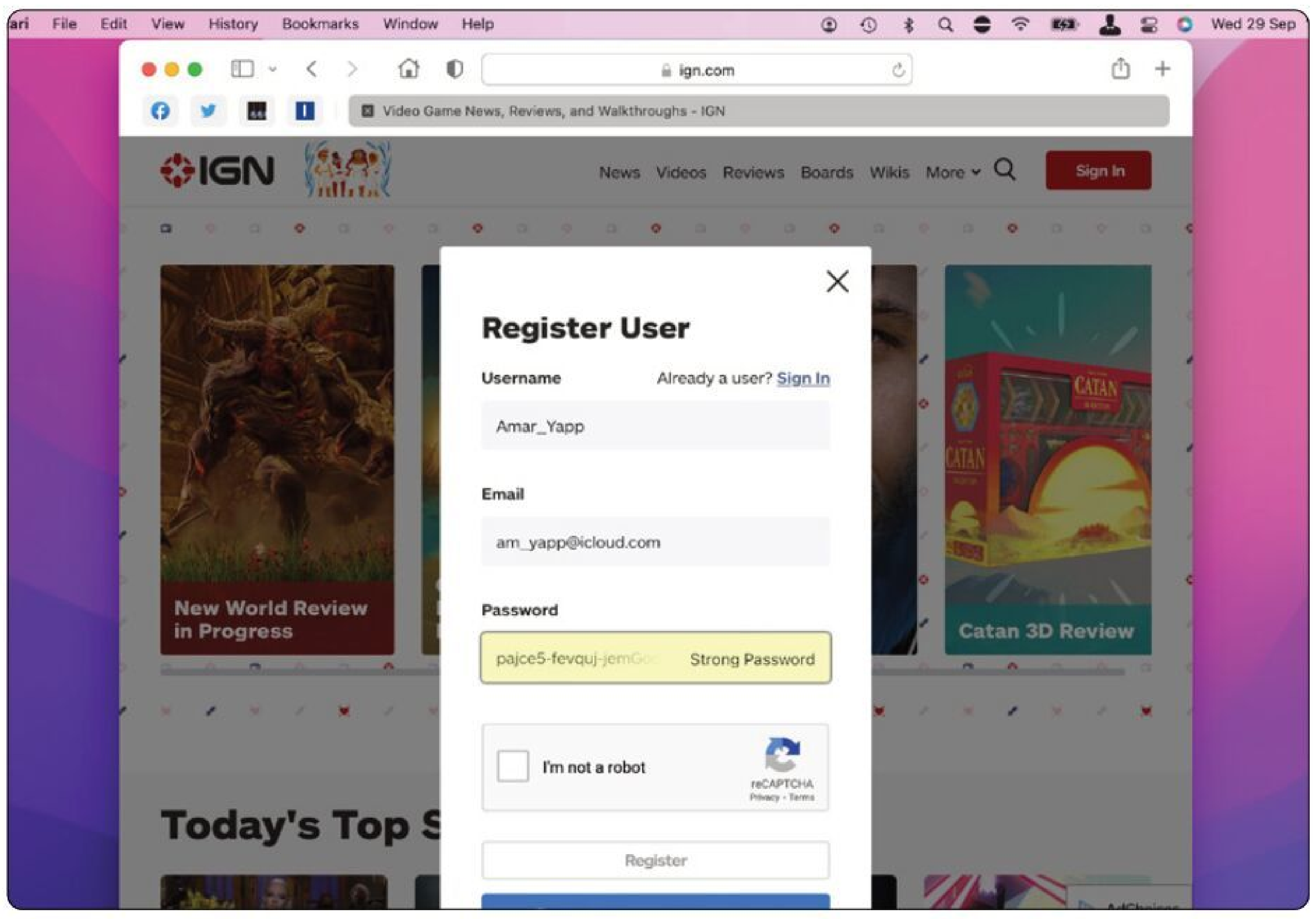
Password: pajce5-fevquj-jem... Strong Password

☐ I'm not a robot

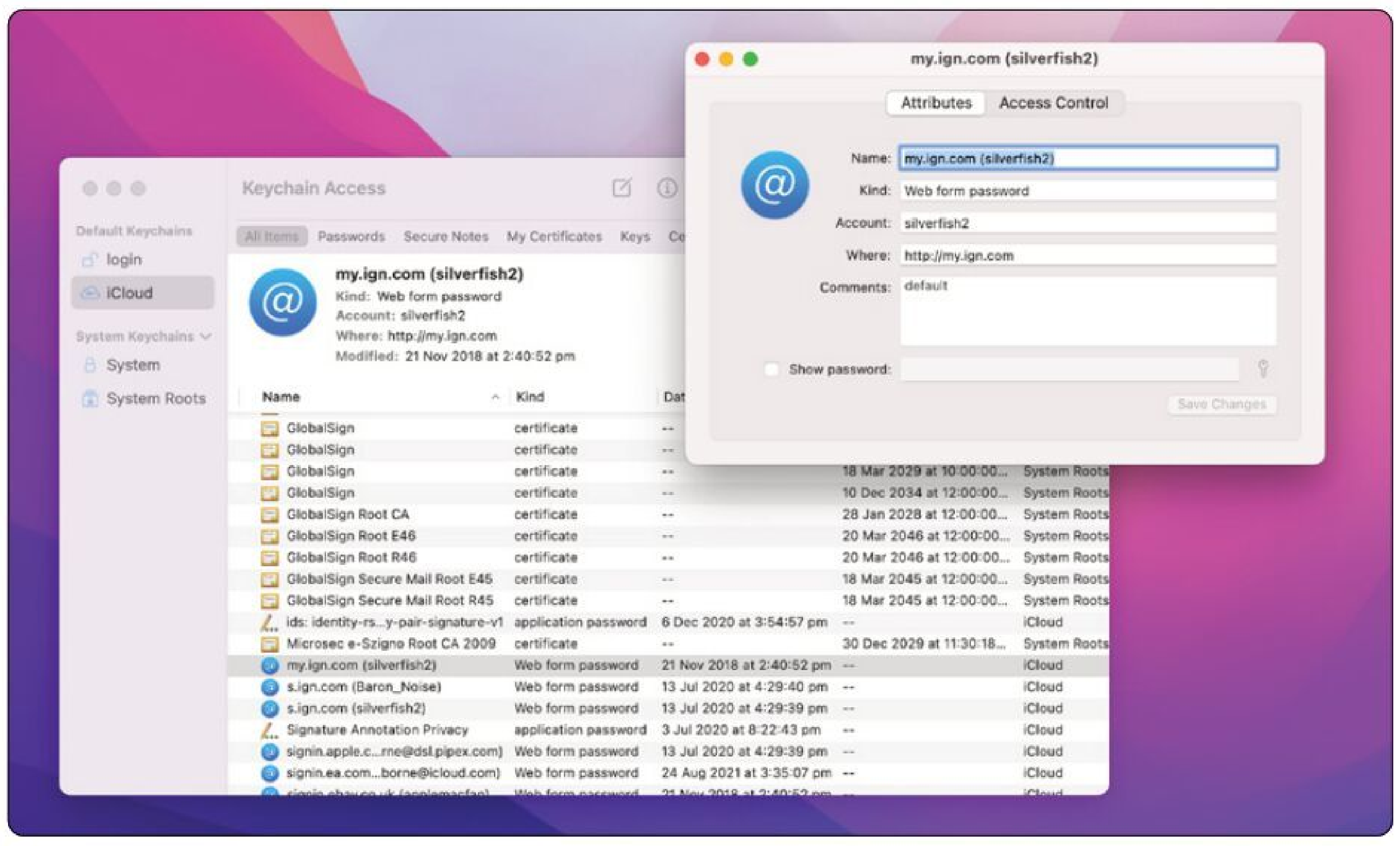
Safari created a strong password for this website.

This password will be saved to your iCloud Keychain and will AutoFill on all your devices. Look up your saved passwords in the Passwords pane of System Preferences or by asking Siri.

**1** When you sign up for an account on a website in Safari, maybe to join a forum or register for a newsletter, Safari suggests a password to use. You can use that password at the click of a button.


ign.com
Video Game News, Reviews, and Walkthroughs - IGN
IGN
News
Videos
Reviews
Boards
Wikis
More
Sign In
Register User
Username
Already a user? Sign In
Amar_Yapp
Email
am_yapp@icloud.com
Password
Strong Password
I'm not a robot
Register
New World Review in Progress
Catan 3D Review
Today's Top S

**2** It's then saved to your iCloud Keychain and synced across your Apple devices. If you ever need to see your password, open the Keychain Access app (it's in the Applications > Utilities folder).


Keychain Access
Default Keychains
login
iCloud
System Keychains
System
System Roots
All Items
Passwords
Secure Notes
My Certificates
Keys
Attributes
Access Control
Show password:
Save Changes

my.ign.com (silverfish2)

Name: my.ign.com (silverfish2)

Kind: Web form password

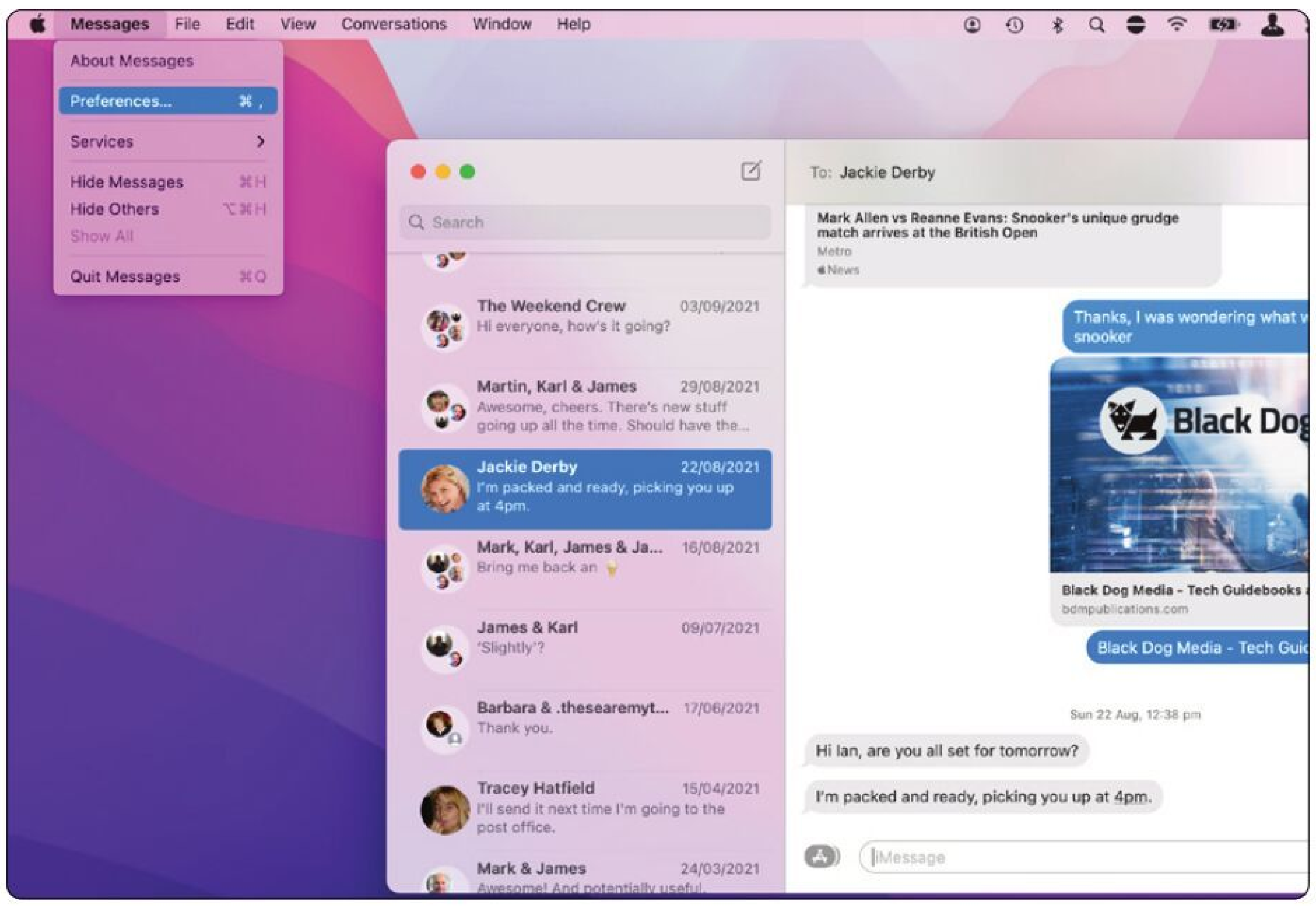
Account: silverfish2

Where: http://my.ign.com

Comments: default

**3** Find and double-click on the account you wish to view, then in the pop-up window, click the Show Password box. Type your admin password in the next window and the password is shown.

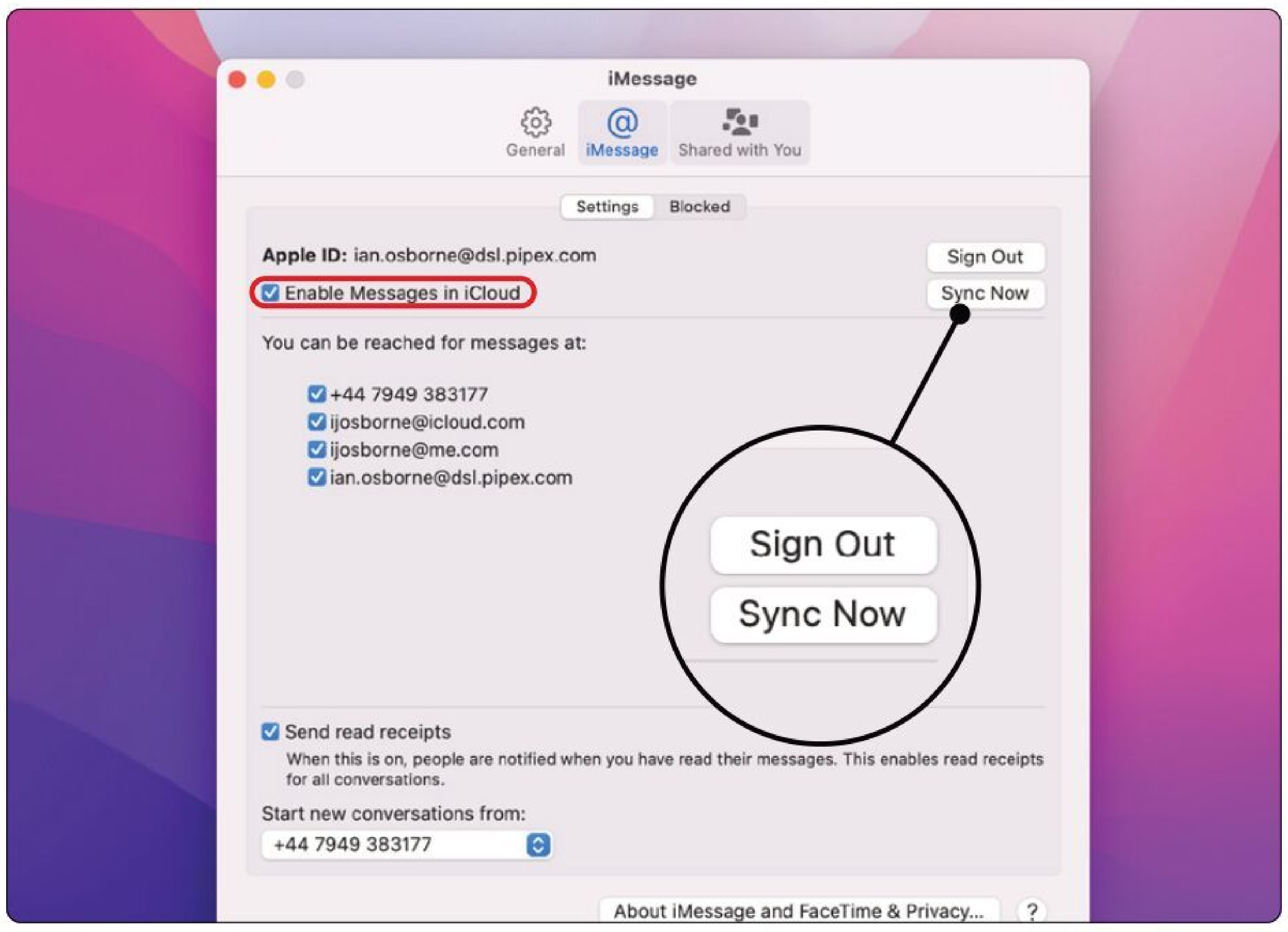
## Messages in iCloud


Messages
File
Edit
View
Conversations
Window
Help
About Messages
Preferences... ⌘,
Services
Hide Messages ⌘H
Hide Others ⌥⌘H
Show All
Quit Messages ⌘Q
Search
To: Jackie Derby
iMessage

The Weekend Crew 03/09/2021 Hi everyone, how's it going?
Martin, Karl & James 29/08/2021 Awesome, cheers. There's new stuff going up all the time. Should have the...
Jackie Derby 22/08/2021 I'm packed and ready, picking you up at 4pm.
Mark, Karl, James & Ja... 16/08/2021 Bring me back an 🍦
James & Karl 09/07/2021 'Slightly'?
Barbara & .thesearemyt... 17/06/2021 Thank you.
Tracey Hatfield 15/04/2021 I'll send it next time I'm going to the post office.
Mark & James 24/03/2021 Awesome! And potentially useful...

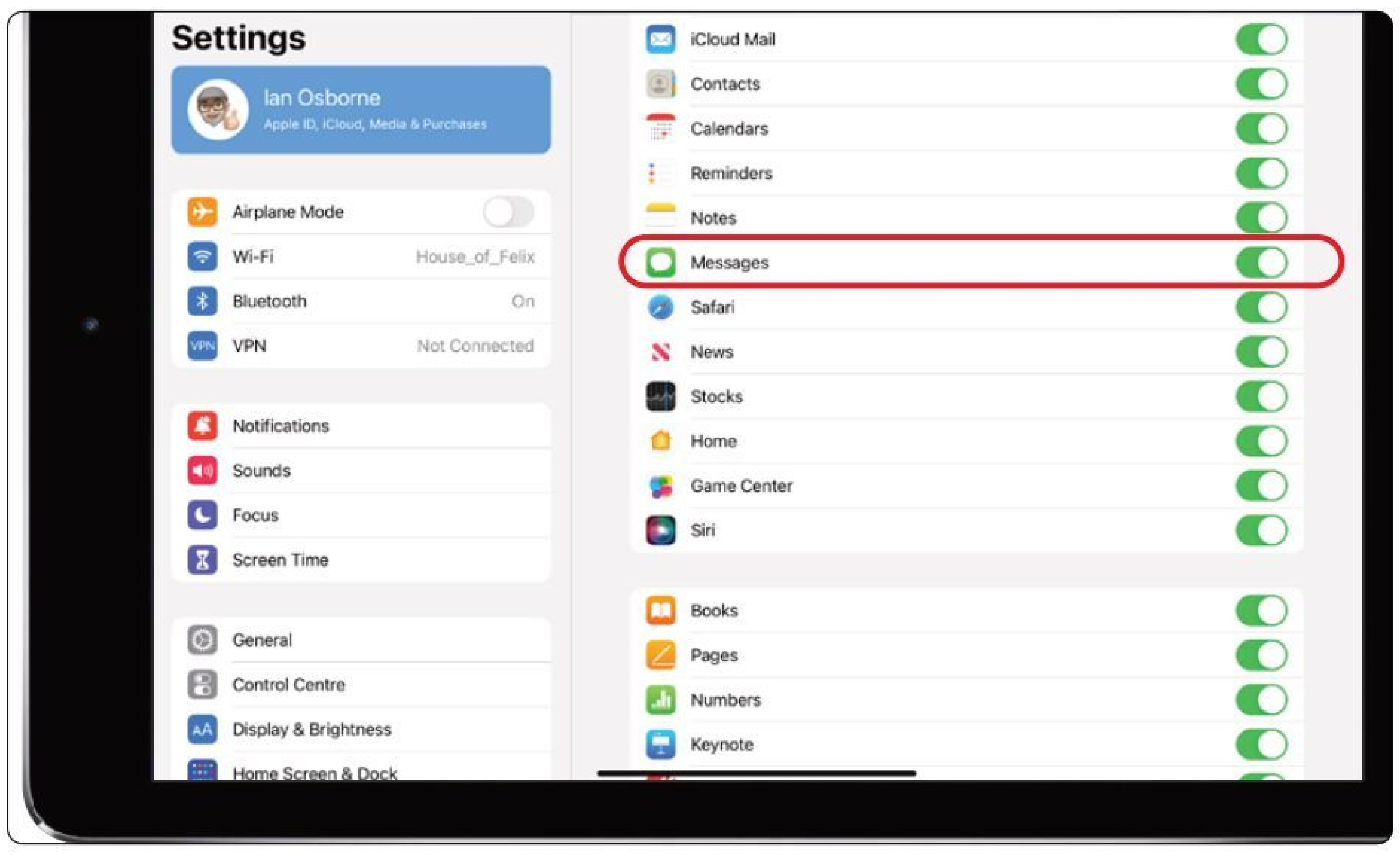
Mark Allen vs Reanne Evans: Snooker's unique grudge match arrives at the British Open
Metro
News
Thanks, I was wondering what w... snooker
Black Dog Media - Tech Guidebooks
bdmpublications.com
Black Dog Media - Tech Gui...
Sun 22 Aug, 12:38 pm
Hi Ian, are you all set for tomorrow?
I'm packed and ready, picking you up at 4pm.

**1** Messages can be synced over iCloud, so your conversations are displayed on all your Apple devices. To activate this on your Mac, open Messages. Under the Messages menu, select Preferences.


iMessage
General
iMessage
Shared with You
Settings
Blocked
Sign Out
Sync Now
About iMessage and FaceTime & Privacy...
?

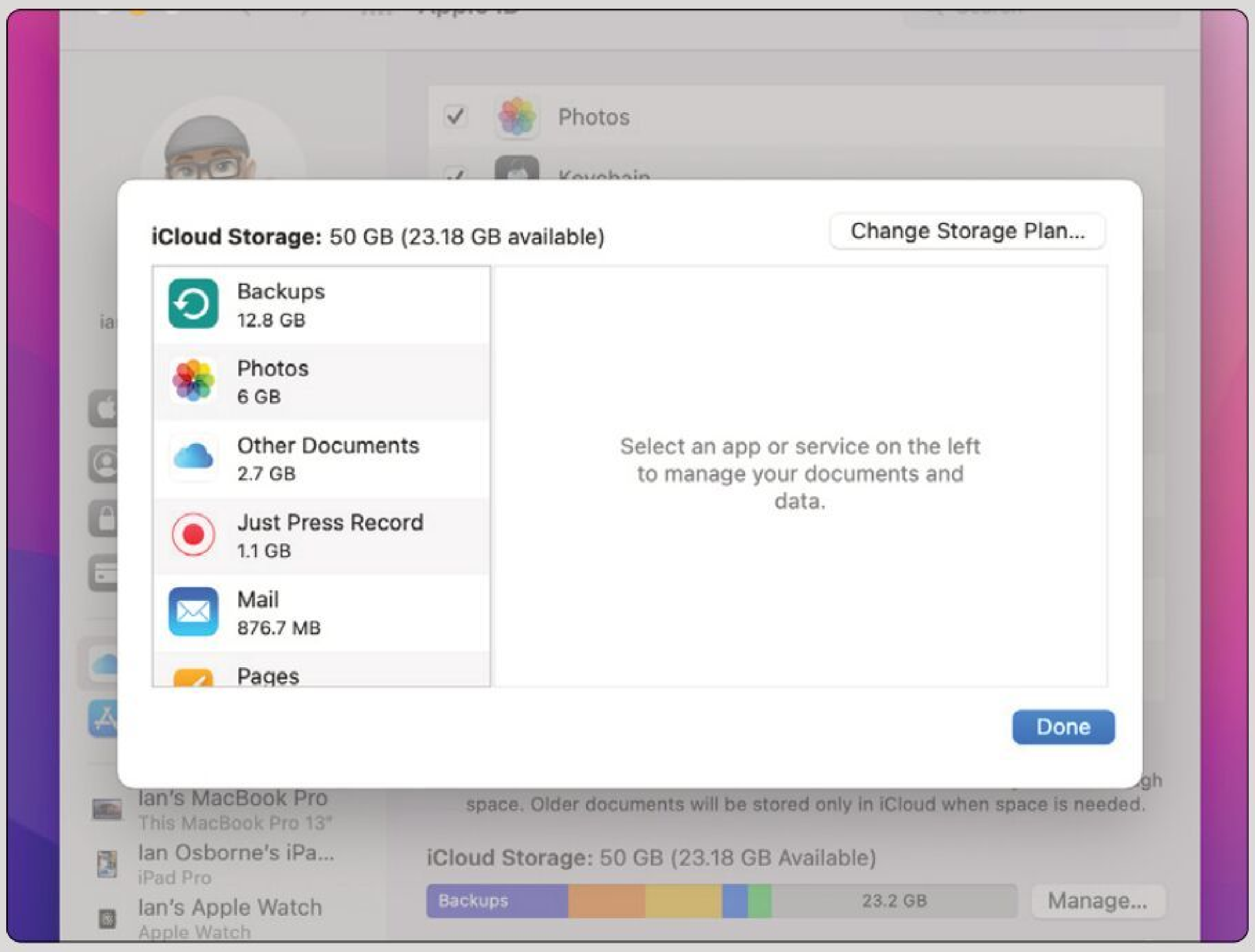
Apple ID: ian.osborne@dsl.pipex.com
☑ Enable Messages in iCloud
You can be reached for messages at:
☑ +44 7949 383177
☑ ijosborne@icloud.com
☑ ijosborne@me.com
☑ ian.osborne@dsl.pipex.com
☑ Send read receipts
When this is on, people are notified when you have read their messages. This enables read receipts for all conversations.
Start new conversations from:
+44 7949 383177

**2** In the Preferences window, click on the 'iMessage tab at the top of the window. Make sure Enable Messages in iCloud is checked. You can sync your messages from here by pressing the Sync Now button.


Settings
Ian Osborne
Apple ID, iCloud, Media & Purchases
Airplane Mode
Wi-Fi
House_of_Felix
Bluetooth
On
VPN
Not Connected
Notifications
Sounds
Focus
Screen Time
General
Control Centre
Display & Brightness
Home Screen & Dock
iCloud Mail
Contacts
Calendars
Reminders
Notes
Messages
Safari
News
Stocks
Home
Game Center
Siri
Books
Pages
Numbers
Keynote

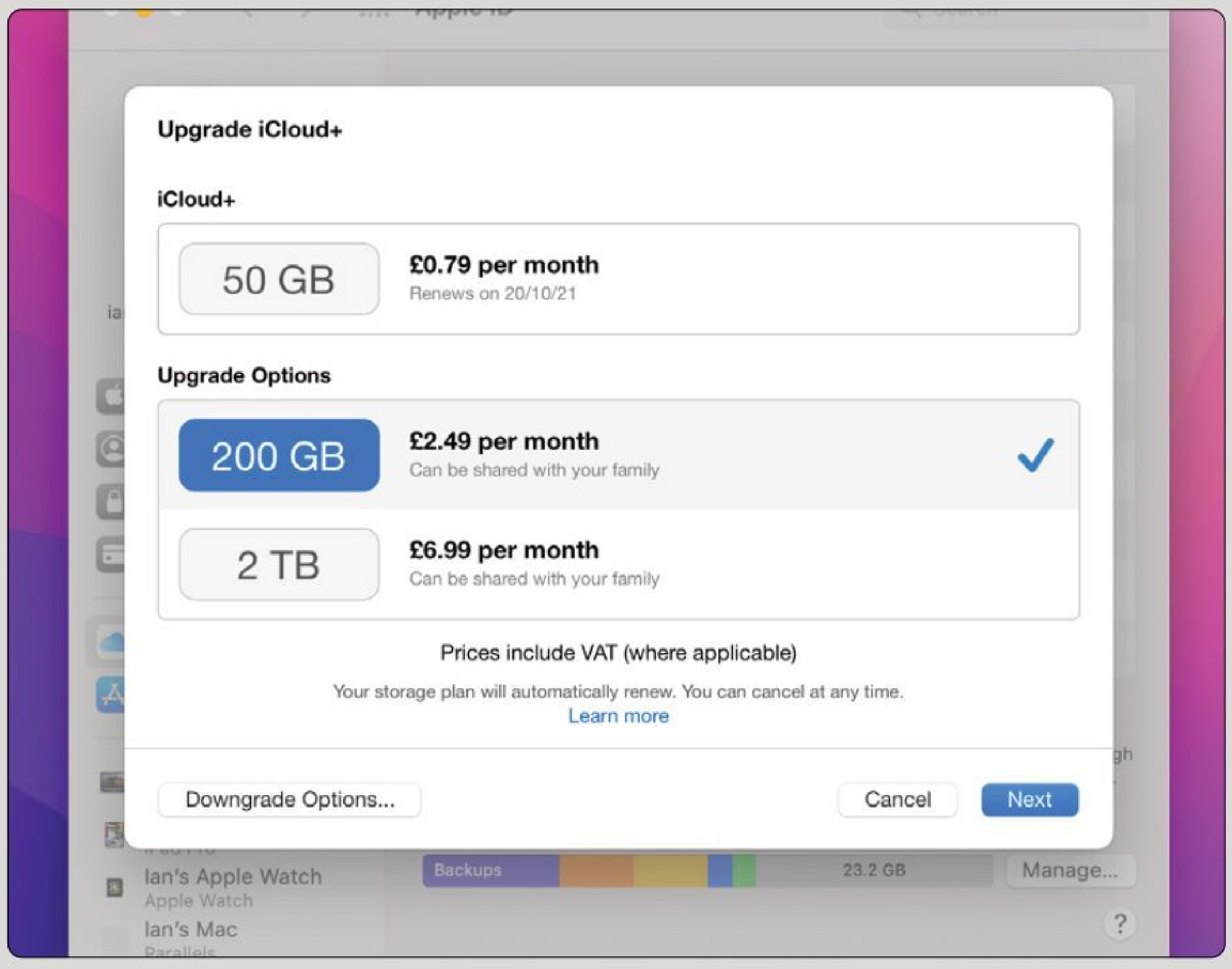
**3** On an iPad or iPhone, go to Settings > [Your name] > iCloud, and make sure Messages is switched on. Your messages are now stored on iCloud and synced between all your Macs and iOS devices.

## Upgrade Your iCloud Drive.


Photos
Change Storage Plan...
Done
Ian's MacBook Pro
This MacBook Pro 13"
Ian Osborne's iPa...
iPad Pro
Ian's Apple Watch
Apple Watch
Backups
23.2 GB
Manage...

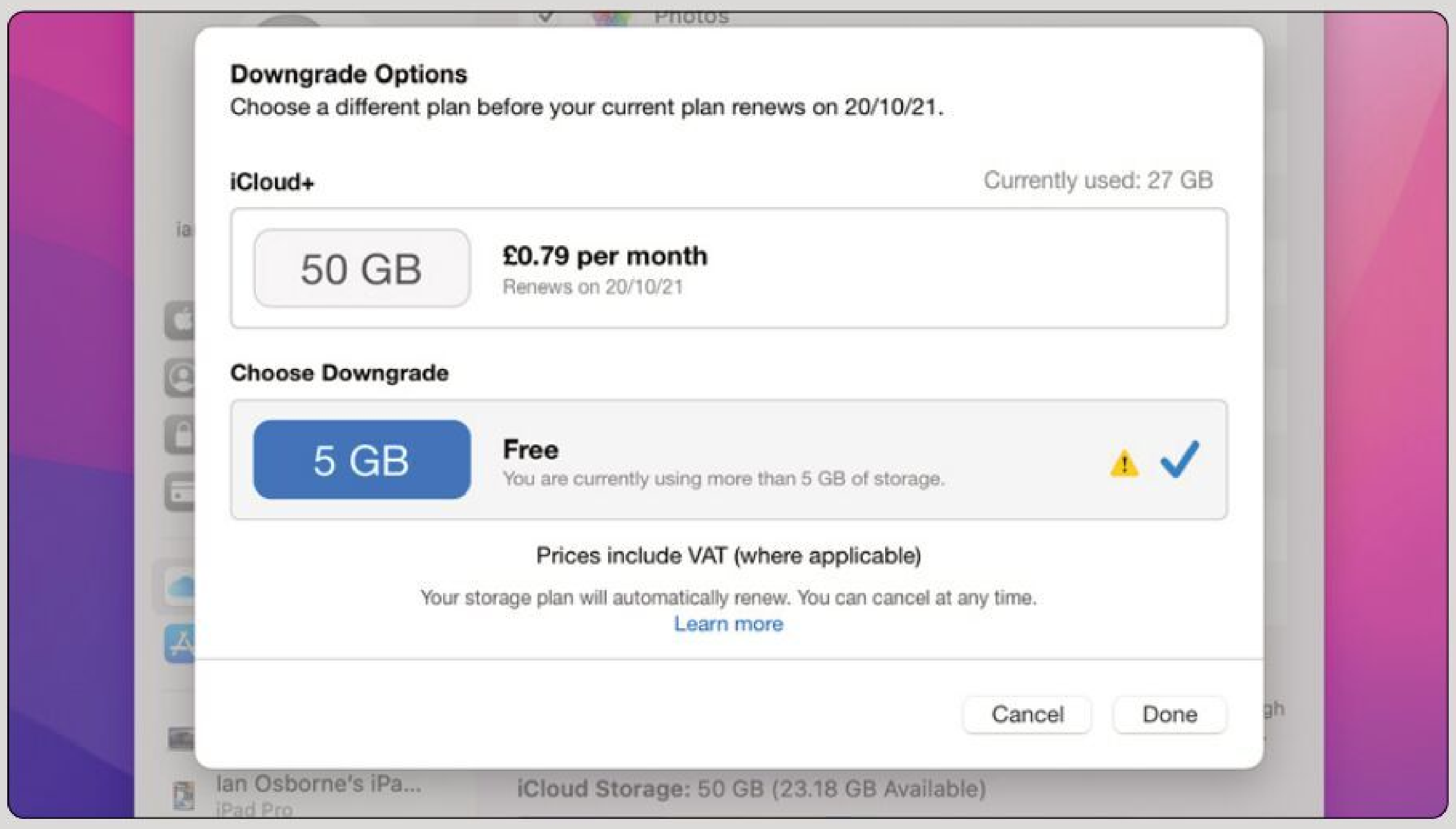
iCloud Storage: 50 GB (23.18 GB available)
Backups 12.8 GB
Photos 6 GB
Other Documents 2.7 GB
Just Press Record 1.1 GB
Mail 876.7 MB
Pages
Select an app or service on the left to manage your documents and data.
space. Older documents will be stored only in iCloud when space is needed.
iCloud Storage: 50 GB (23.18 GB Available)

To upgrade your iCloud storage, go to System Preferences > Apple ID > iCloud. Click the Manage button (bottom right). From the next screen, you can delete documents and data from your iCloud if you wish.


Downgrade Options...
Cancel
Next
Learn more
Ian's Apple Watch
Apple Watch
Ian's Mac
Backups
23.2 GB
Manage...

Upgrade iCloud+
iCloud+
50 GB £0.79 per month Renews on 20/10/21
Upgrade Options
200 GB £2.49 per month Can be shared with your family ✓
2 TB £6.99 per month Can be shared with your family
Prices include VAT (where applicable)
Your storage plan will automatically renew. You can cancel at any time.

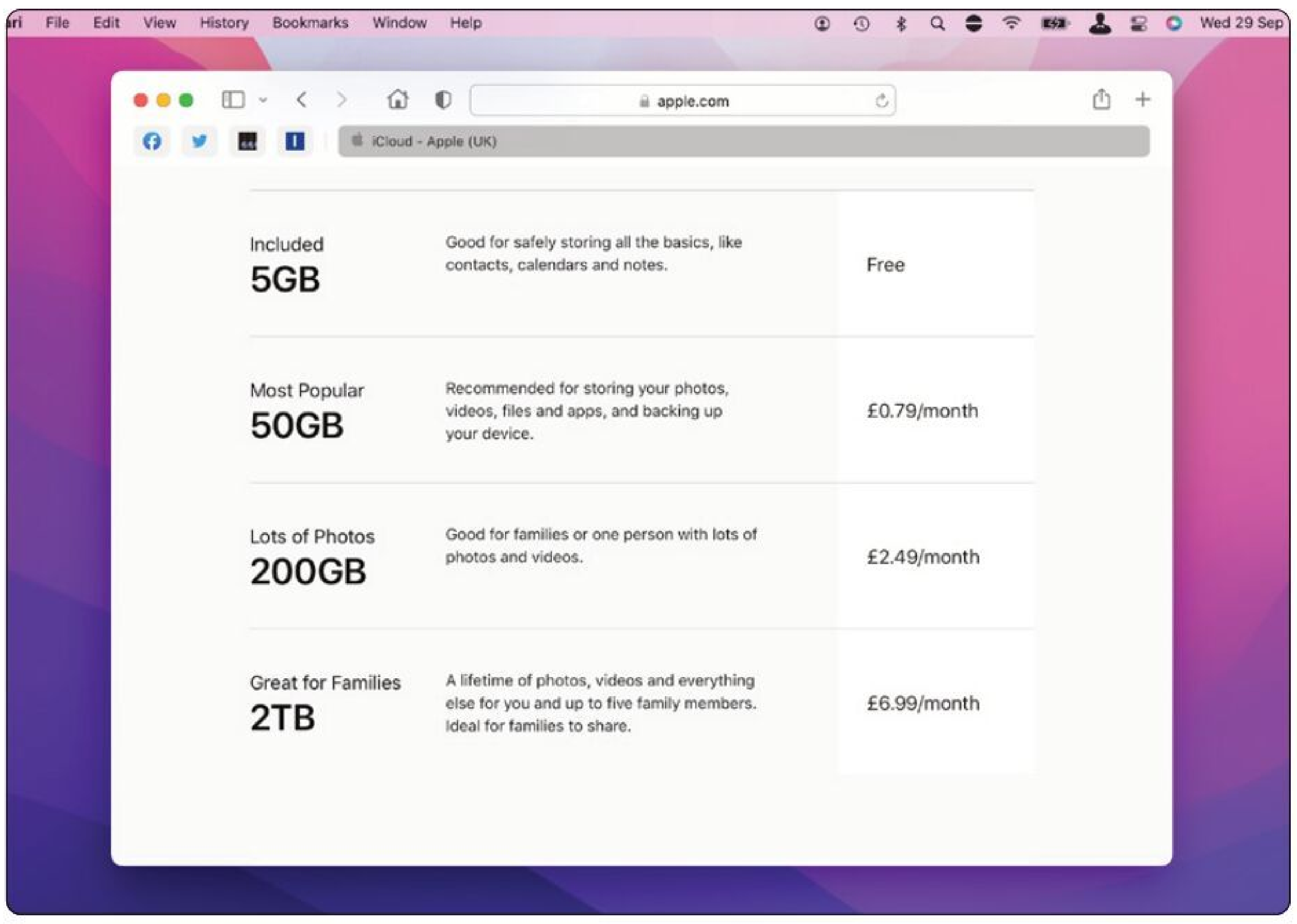
Click Change Storage Plan, in the top right. On the next screen, you're shown your current plan and options to upgrade for a higher monthly fee. Click on one to choose and click Next.


Cancel
Done
Learn more
Ian Osborne's iPa...
iPad Pro

Downgrade Options
Choose a different plan before your current plan renews on 20/10/21.
iCloud+ Currently used: 27 GB
50 GB £0.79 per month Renews on 20/10/21
Choose Downgrade
5 GB Free You are currently using more than 5 GB of storage. ⚠ ✓
Prices include VAT (where applicable)
Your storage plan will automatically renew. You can cancel at any time.
iCloud Storage: 50 GB (23.18 GB Available)

If you decide you have more storage space than you need and want to downgrade to a cheaper plan, click the Downgrade Options button in the bottom-left. You can then choose a cheaper plan, and will see a warning if you're currently using more space than is in the new plan.

# Apple’s iCloud+ Service

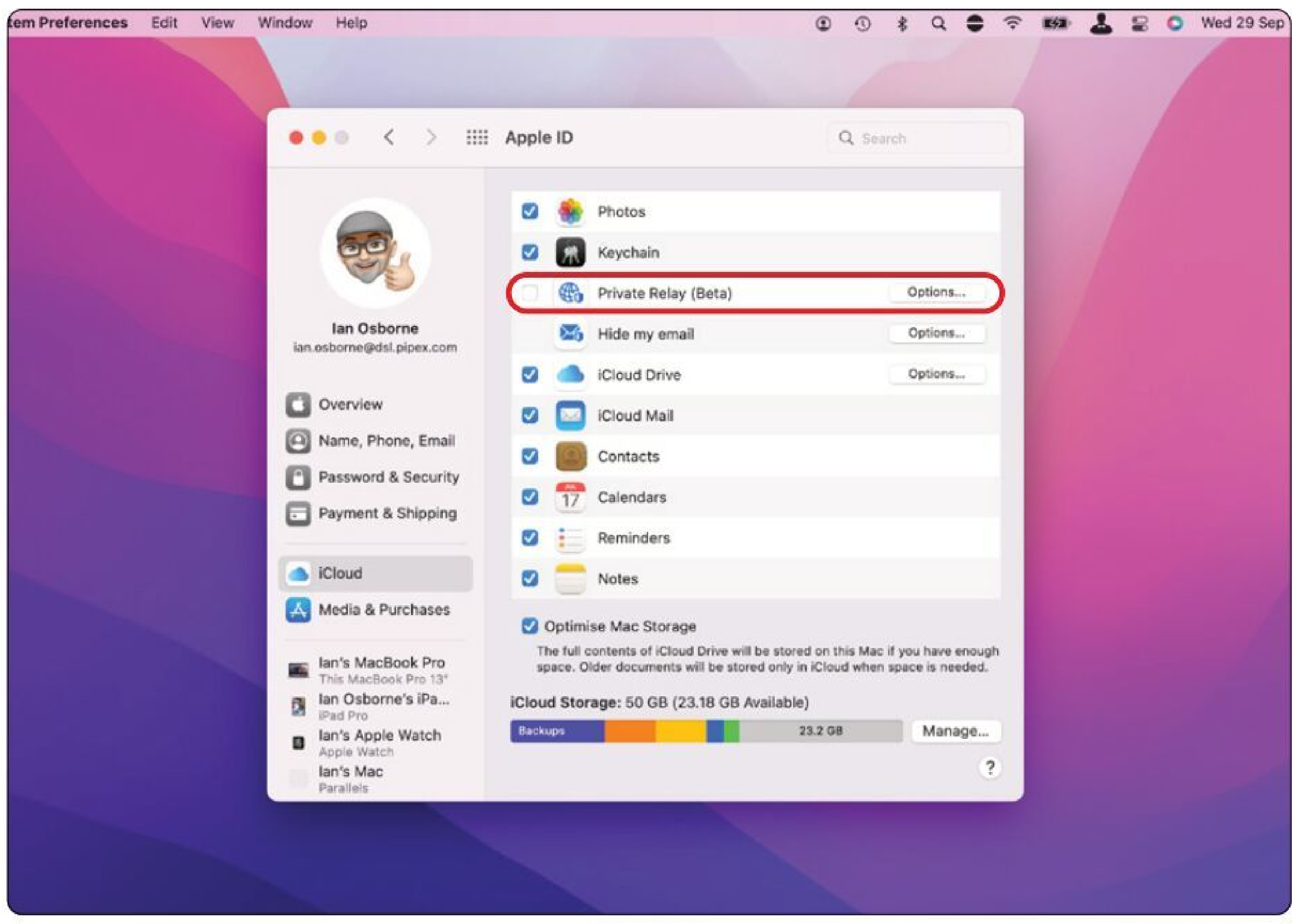


apple.com

iCloud - Apple (UK)

| | | |
|---|---|---|
| Included<br>5GB | Good for safely storing all the basics, like contacts, calendars and notes. | Free |
| Most Popular<br>50GB | Recommended for storing your photos, videos, files and apps, and backing up your device. | £0.79/month |
| Lots of Photos<br>200GB | Good for families or one person with lots of photos and videos. | £2.49/month |
| Great for Families<br>2TB | A lifetime of photos, videos and everything else for you and up to five family members. Ideal for families to share. | £6.99/month |

**1** iCloud+ is a new service offering new iCloud features for subscribers to iCloud. You can’t get it with the free 5GB you have with your Apple account, but if you pay for more space – at whatever level – the iCloud+ features are yours.



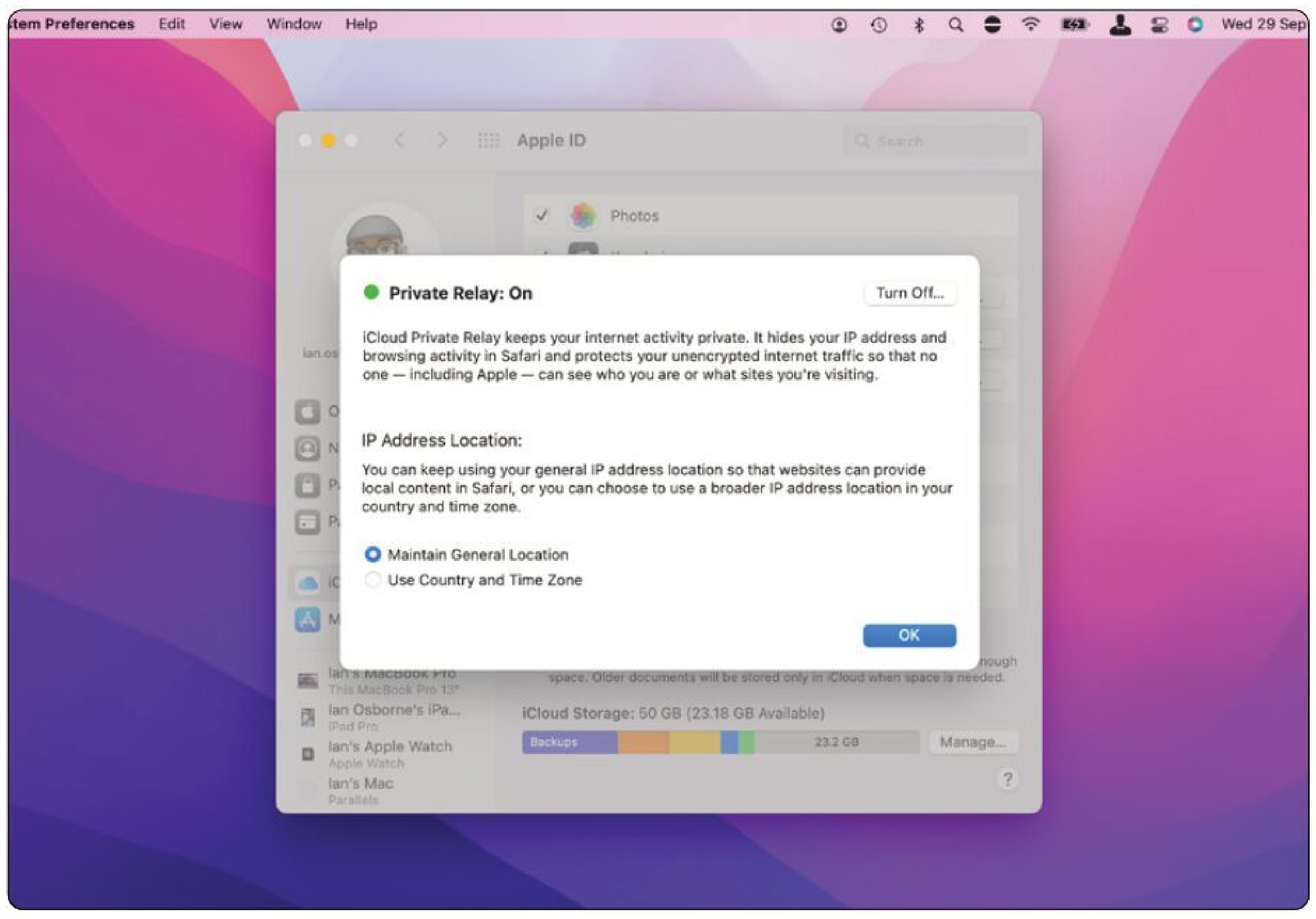
Apple ID
Ian Osborne
ian.osborne@dsl.pipex.com
Overview
Name, Phone, Email
Password & Security
Payment & Shipping
iCloud
Media & Purchases
Ian's MacBook Pro
Ian Osborne's iPa...
Ian's Apple Watch
Ian's Mac
Photos
Keychain
Private Relay (Beta)
Hide my email
iCloud Drive
iCloud Mail
Contacts
Calendars
Reminders
Notes
Options...
Manage...

☑ Optimise Mac Storage

The full contents of iCloud Drive will be stored on this Mac if you have enough space. Older documents will be stored only in iCloud when space is needed.

iCloud Storage: 50 GB (23.18 GB Available)

**2** iCloud Private Relay routes your web-browsing traffic through a relay to hide your IP address (Internet Protocol, the identifier on your networked devices), your location and your browsing habits. It encrypts your data too.



**Private Relay: On**

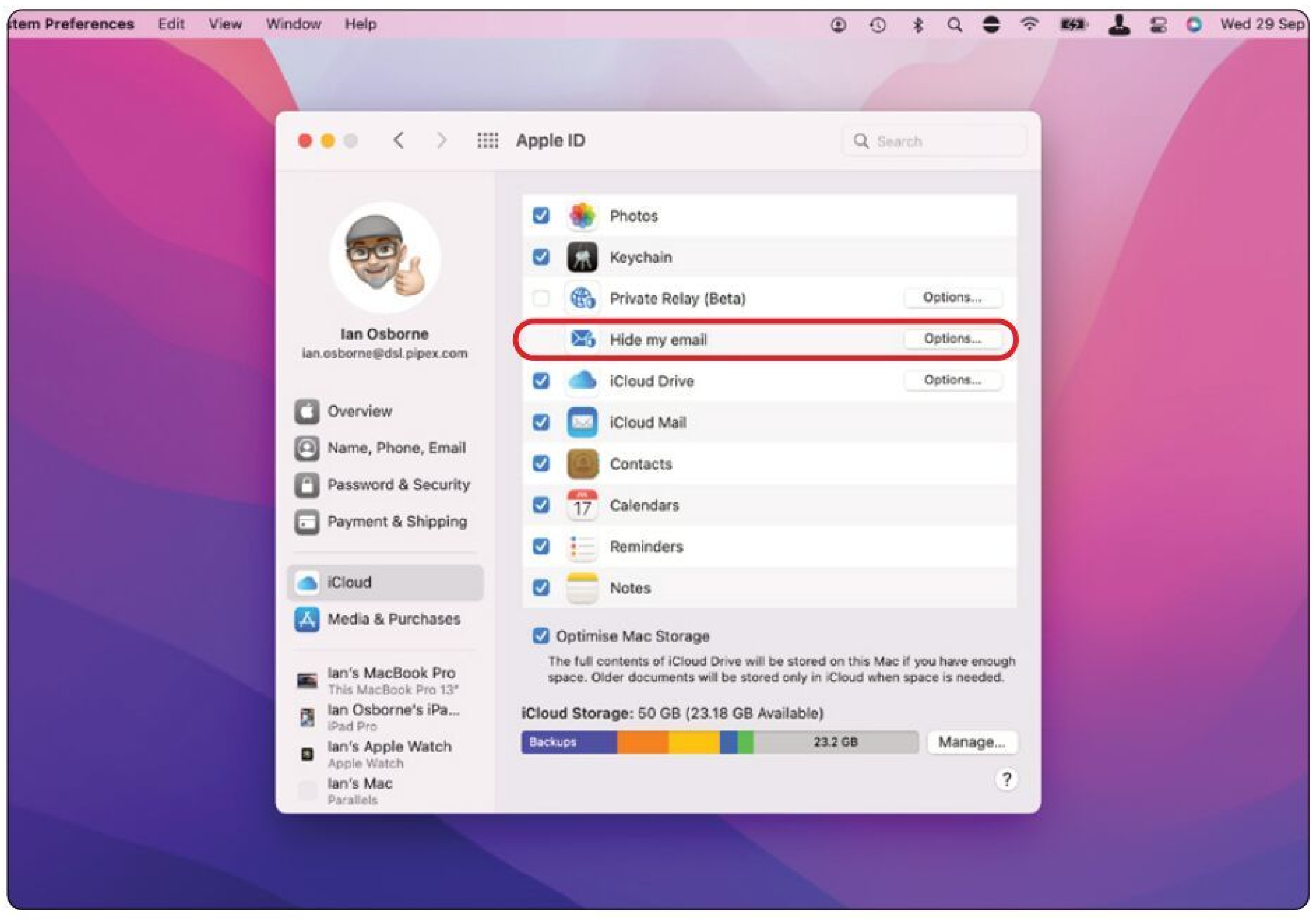
iCloud Private Relay keeps your internet activity private. It hides your IP address and browsing activity in Safari and protects your unencrypted internet traffic so that no one — including Apple — can see who you are or what sites you're visiting.

IP Address Location:

You can keep using your general IP address location so that websites can provide local content in Safari, or you can choose to use a broader IP address location in your country and time zone.

● Maintain General Location
○ Use Country and Time Zone

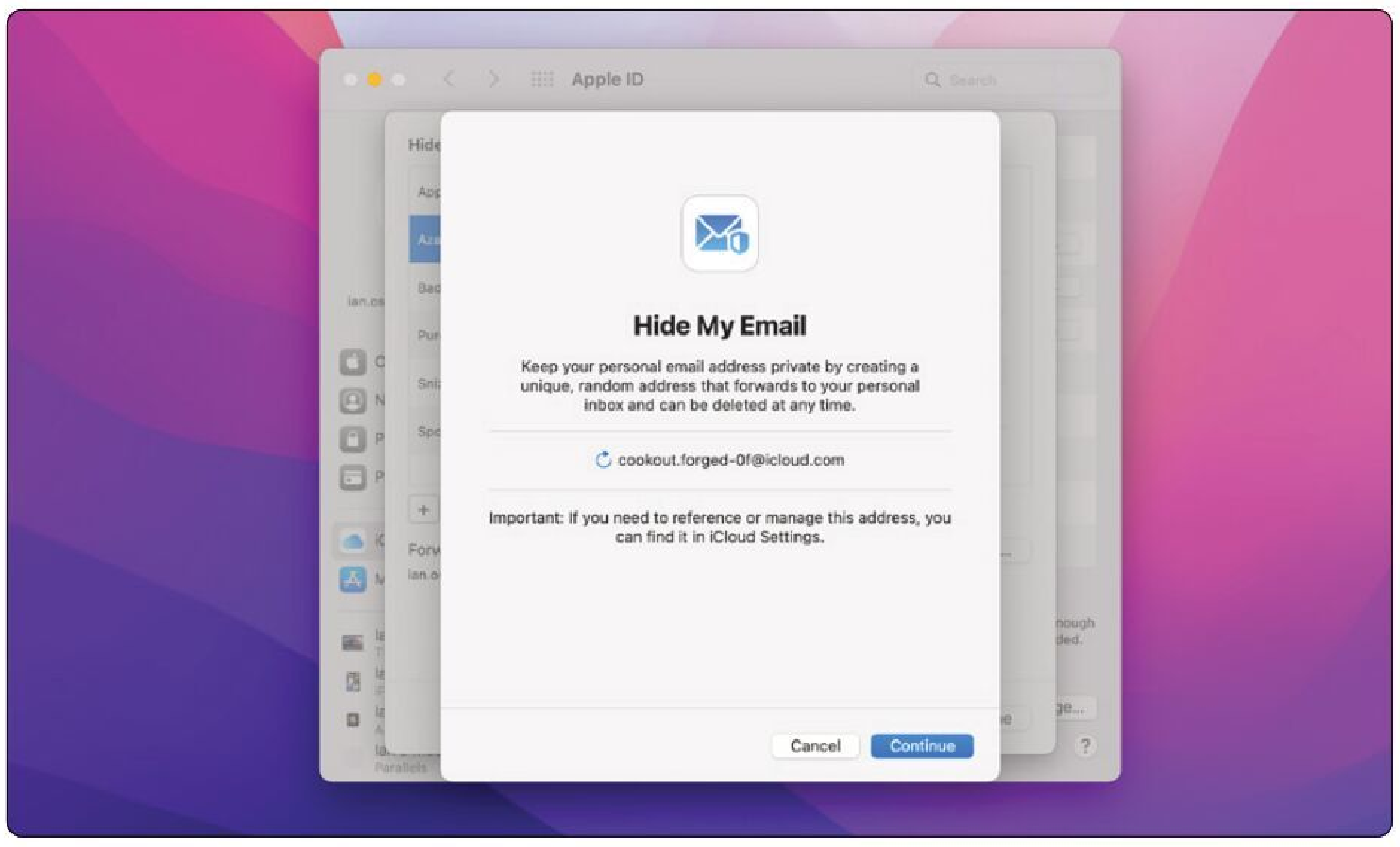
**3** To activate it, go to System Preferences > Apple ID and, under Private Relay, tick the checkbox to its left and click the Options button to its right. From there, you can turn the Private Relay on and off, and read about the feature.



Apple ID
Ian Osborne
Overview
Name, Phone, Email
Password & Security
Payment & Shipping
iCloud
Media & Purchases
Photos
Keychain
Private Relay (Beta)
Hide my email
iCloud Drive
iCloud Mail
Contacts
Calendars
Reminders
Notes
Options...
Manage...

iCloud Storage: 50 GB (23.18 GB Available)

**4** Hide my email is also in System Preferences > Apple ID. It generates a random email address connected to your own email account. Use it for mail subscriptions and competitions, and if you’re getting too much spam - delete it.



**Hide My Email**

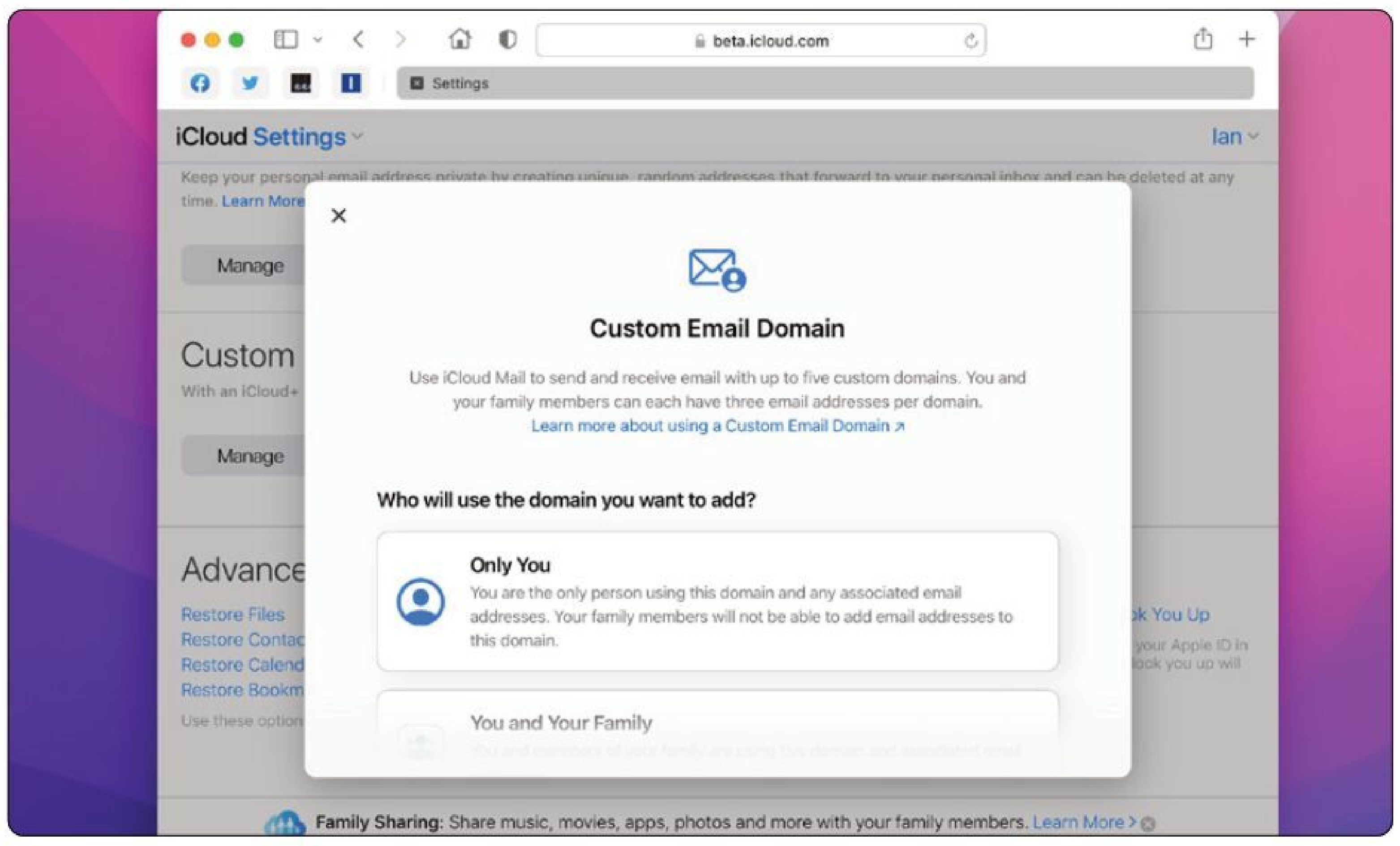
Keep your personal email address private by creating a unique, random address that forwards to your personal inbox and can be deleted at any time.

cookout.forged-0f@icloud.com

Important: If you need to reference or manage this address, you can find it in iCloud Settings.

Cancel
Continue

**5** Click Options, then the ‘+’ icon on the left of the new window to create a new random email address, which you can use to sign up to newsletters, register for accounts and more. You can manage your generated emails here too.



beta.icloud.com

iCloud Settings

**Custom Email Domain**

Use iCloud Mail to send and receive email with up to five custom domains. You and your family members can each have three email addresses per domain.

Learn more about using a Custom Email Domain ↗

Who will use the domain you want to add?

**Only You**
You are the only person using this domain and any associated email addresses. Your family members will not be able to add email addresses to this domain.

You and Your Family

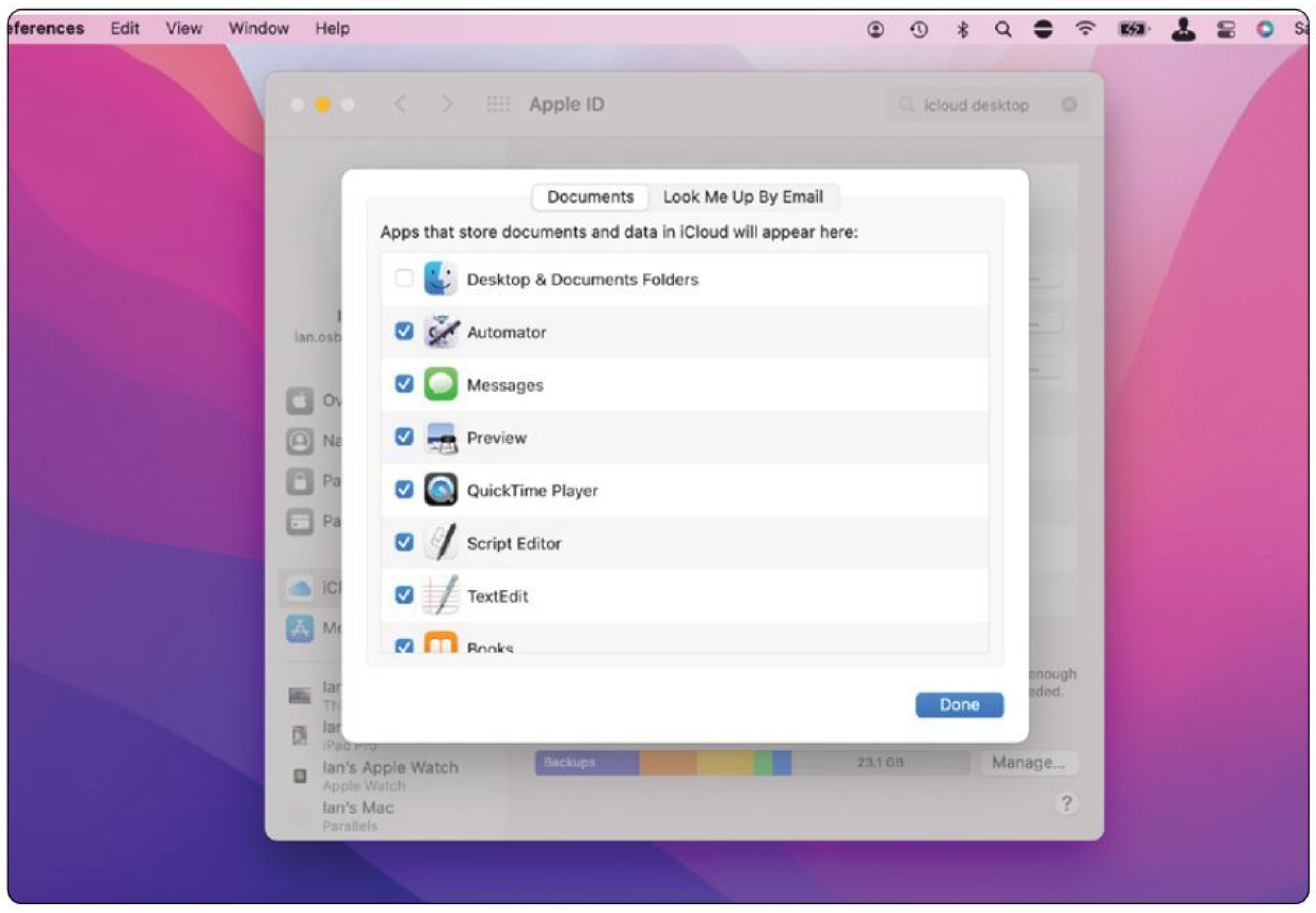
Family Sharing: Share music, movies, apps, photos and more with your family members. Learn More >

Manage
Custom
Manage
Advance
Restore Files

**6** With iCloud+, you can use up to five custom domains to send and receive email with iCloud Mail. Go to www.icloud.com, click Account Settings and under Custom Email Domain, click the Manage button. Follow the on-screen instructions.

# iCloud Desktop Documents & Folders

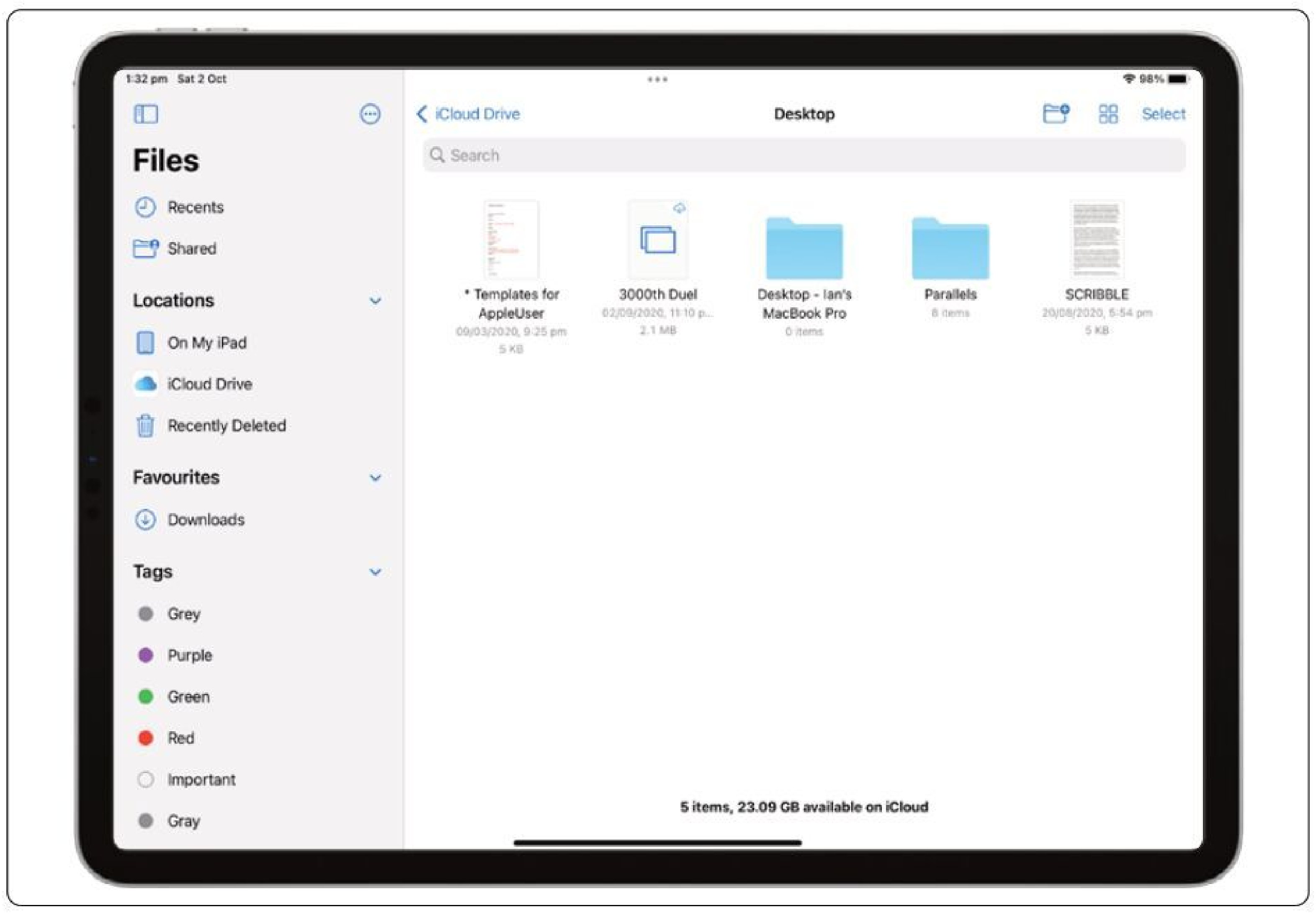
With macOS and iOS, you can not only store your documents on your iCloud but also files and folders that are found on your desktop. It's done automatically, so a file on your Mac's desktop is accessible from your iOS device and other Macs. Here's how to use the iCloud Desktop.


Apple ID
icloud desktop
Documents
Look Me Up By Email
Done
Manage...

Apps that store documents and data in iCloud will appear here:

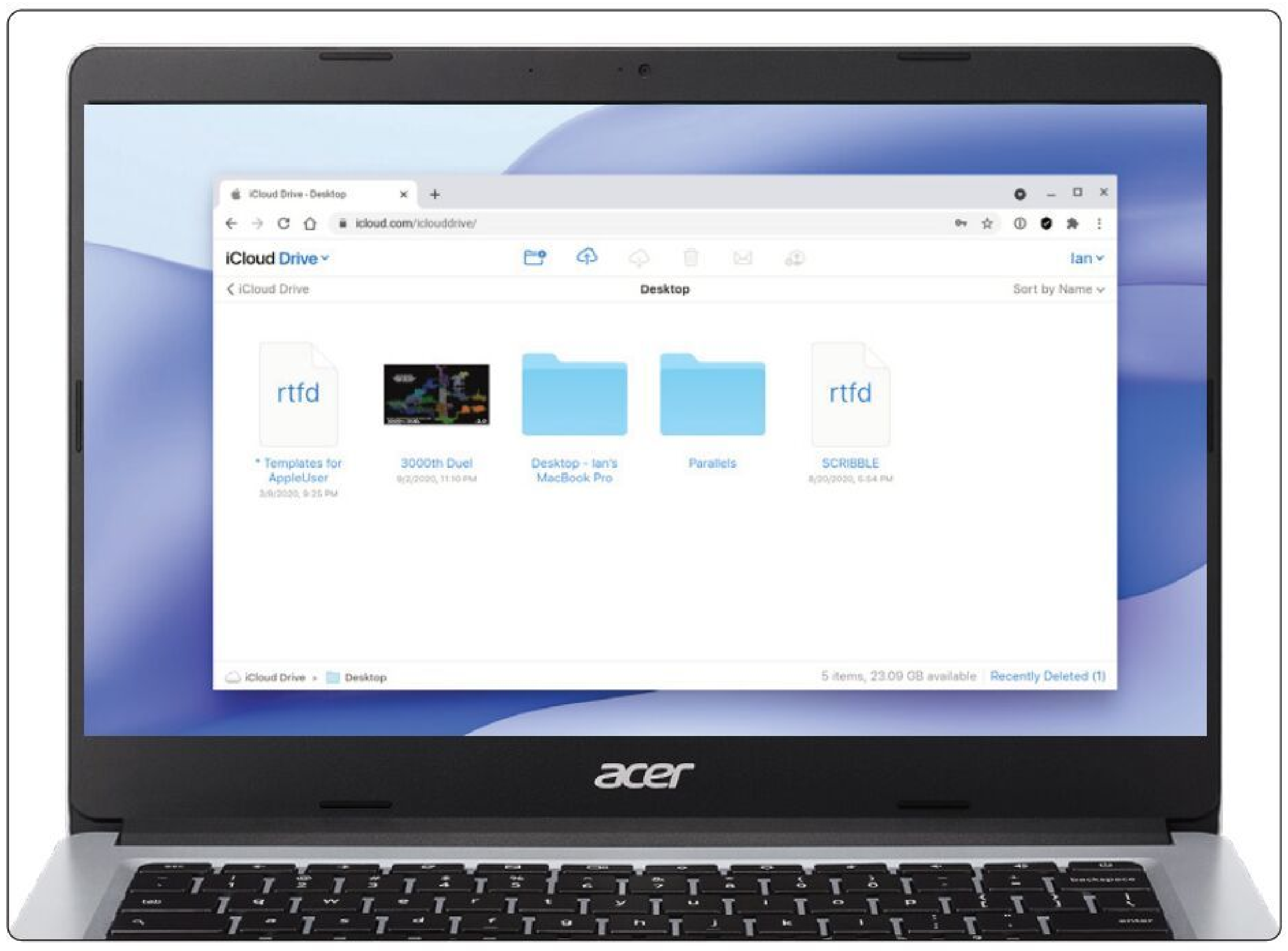
☐ Desktop & Documents Folders
☑ Automator
☑ Messages
☑ Preview
☑ QuickTime Player
☑ Script Editor
☑ TextEdit
☑ Books

**1** To switch on iCloud Desktop Documents and Folders, open System Preferences and click on Apple ID > iCloud. Click on the Options button next to iCloud Drive, then check Desktop & Documents Folders. It may take time to set up.


Files
Recents
Shared
Locations
On My iPad
iCloud Drive
Recently Deleted
Favourites
Downloads
Tags
Grey
Purple
Green
Red
Important
Gray
iCloud Drive
Desktop
Select
Search
* Templates for AppleUser
3000th Duel
Desktop - Ian's MacBook Pro
Parallels
SCRIBBLE
5 items, 23.09 GB available on iCloud

**2** On an iPhone or an iPad, first of all open the Files app. Go to the left-hand sidebar, under Locations (tap the chevron to its right to open it if necessary). Tap on iCloud, and then tap the Desktop folder.

**3** Files on your Mac's desktop can be accessed in this way through the iCloud Drive folder of any Mac or iOS/iPadOS device signed into the same Apple ID. All Macs must be running High Sierra or later, and all mobile devices must have iOS 10 or later.

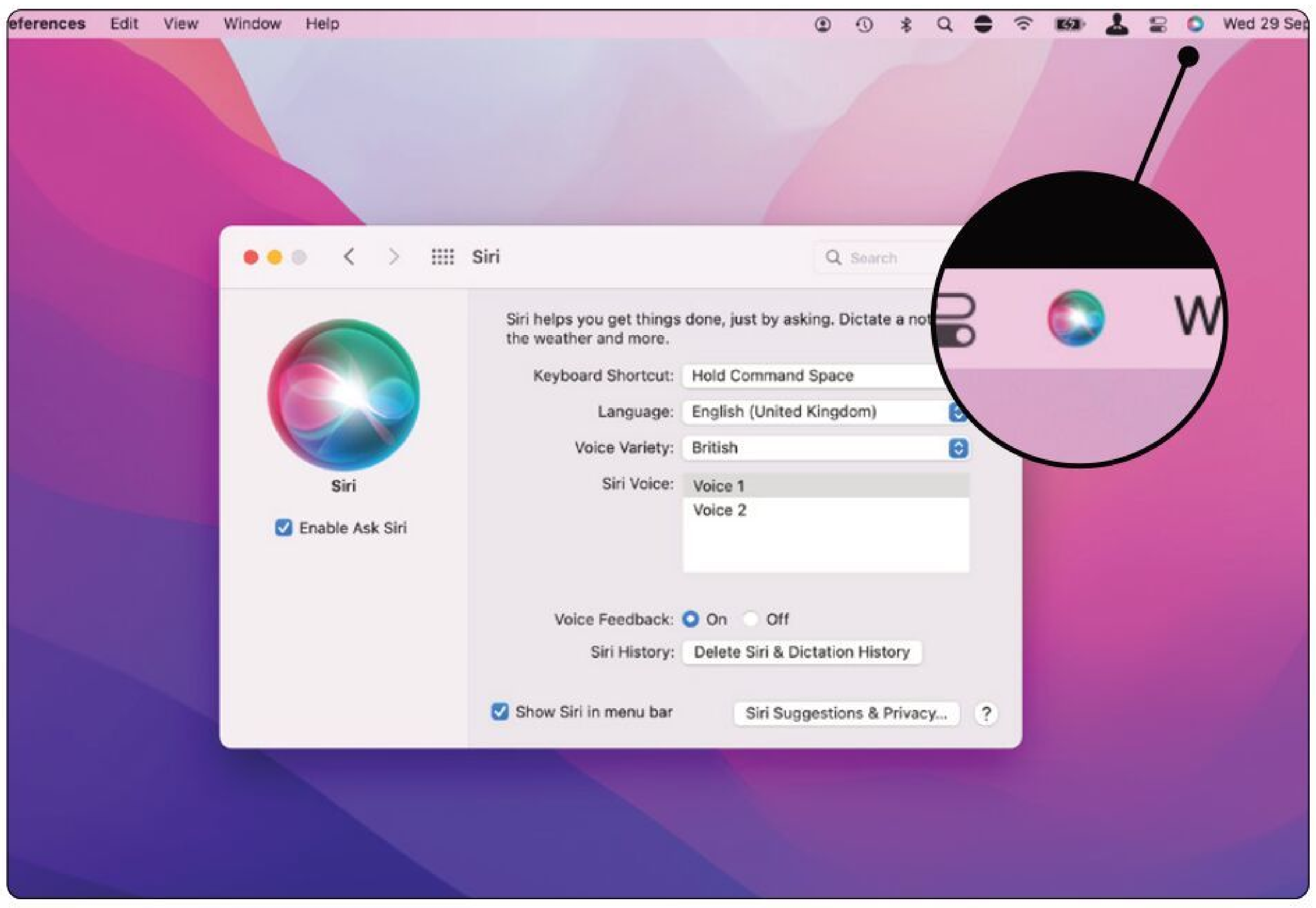

iCloud Drive
Desktop
rtfd
* Templates for AppleUser
3000th Duel
Desktop - Ian's MacBook Pro
Parallels
SCRIBBLE
acer

**4** You can also access your Desktop documents and folders using the website. Just point your browser at www.icloud.com and sign in. Open the iCloud Drive and the Desktop folder is there. You can do this on any Internet-capable device with a web browser.

# The Siri Feature
# Your Digital PA

Apple's digital personal assistant lets you communicate with your computer by speaking, just like you do with the iPad and iPhone. Siri can organise your day, access your apps and even share a joke or two. Here's a look at what the Siri digital assistant can do for you and your Mac, and how to make the most of it.

## Setting Up Siri

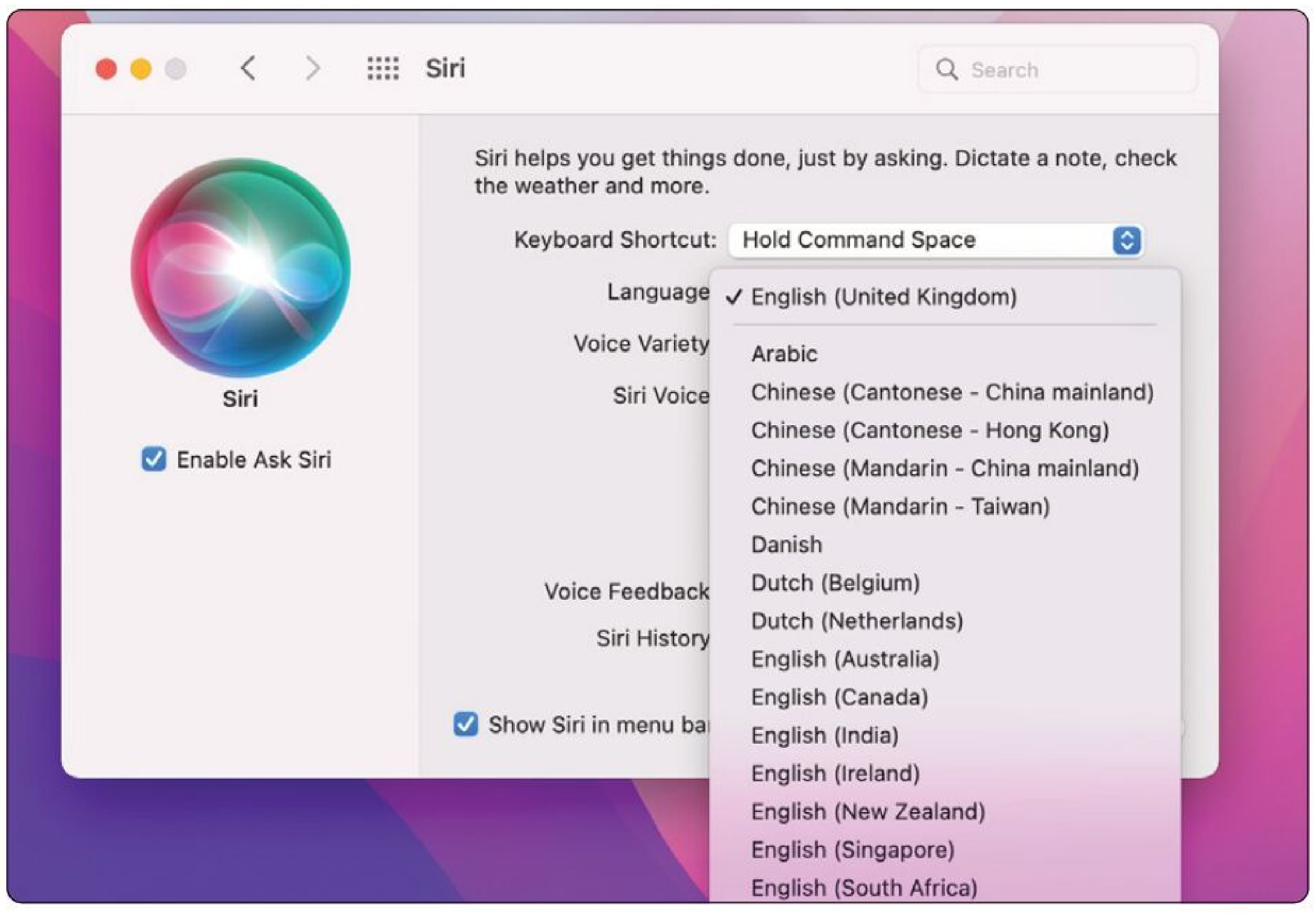

eferences Edit View Window Help
Wed 29 Sep
Siri
Search

Siri helps you get things done, just by asking. Dictate a not… the weather and more.

Keyboard Shortcut: Hold Command Space
Language: English (United Kingdom)
Voice Variety: British
Siri Voice: Voice 1
Voice 2
Voice Feedback: ● On ○ Off
Siri History: Delete Siri & Dictation History
☑ Enable Ask Siri
☑ Show Siri in menu bar

Siri Suggestions & Privacy...
?

**1** You might have activated Siri during the set up procedure. If not, under the Apple menu, select System Preferences. Click on Siri in the top row. If it isn't already ticked, click on Enable Siri, on the left. If you want Siri in the menu bar, check that box too.

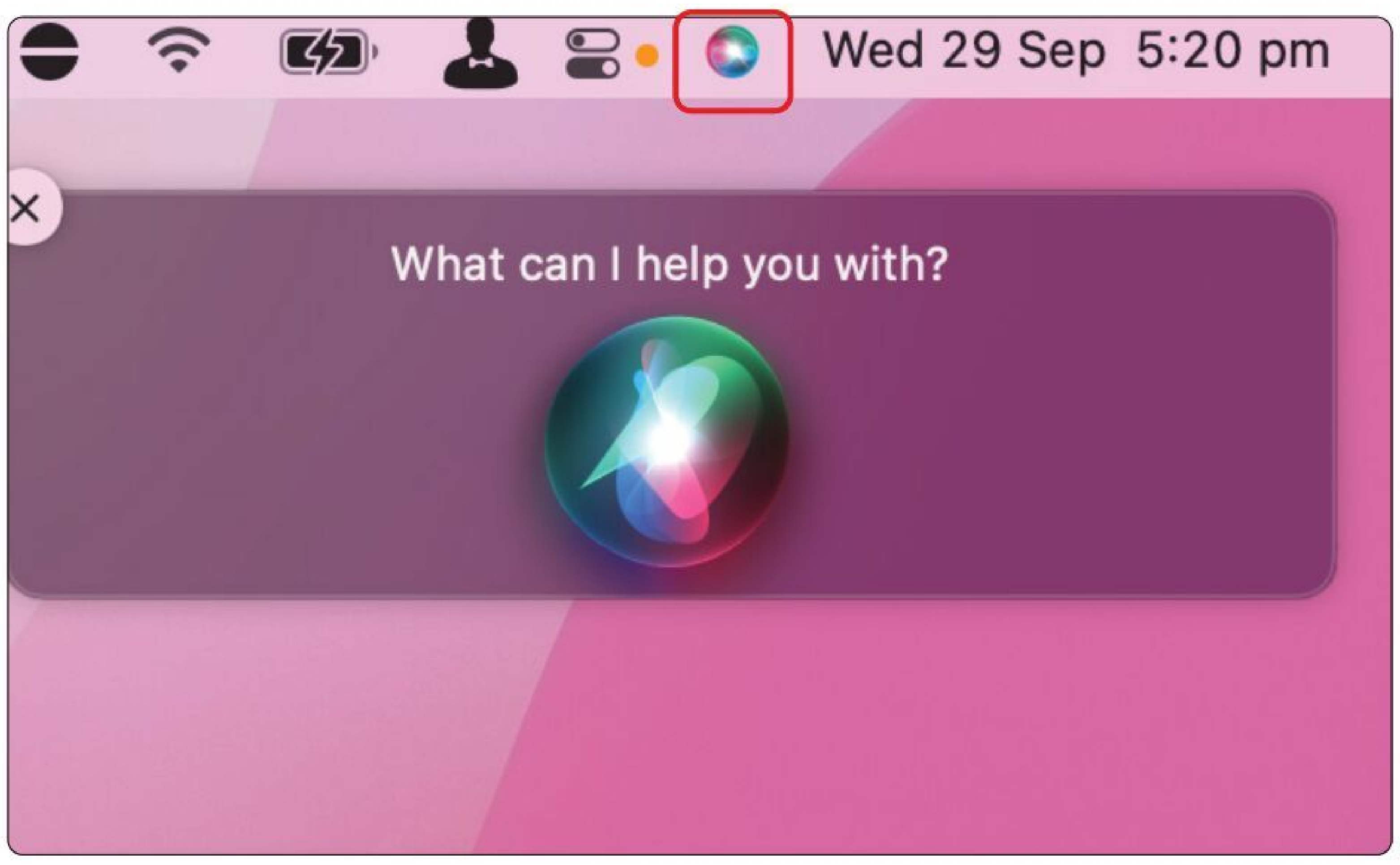

Siri
Search

Siri helps you get things done, just by asking. Dictate a note, check the weather and more.

Keyboard Shortcut: Hold Command Space
Language: ✓ English (United Kingdom)
☑ Enable Ask Siri
☑ Show Siri in menu ba

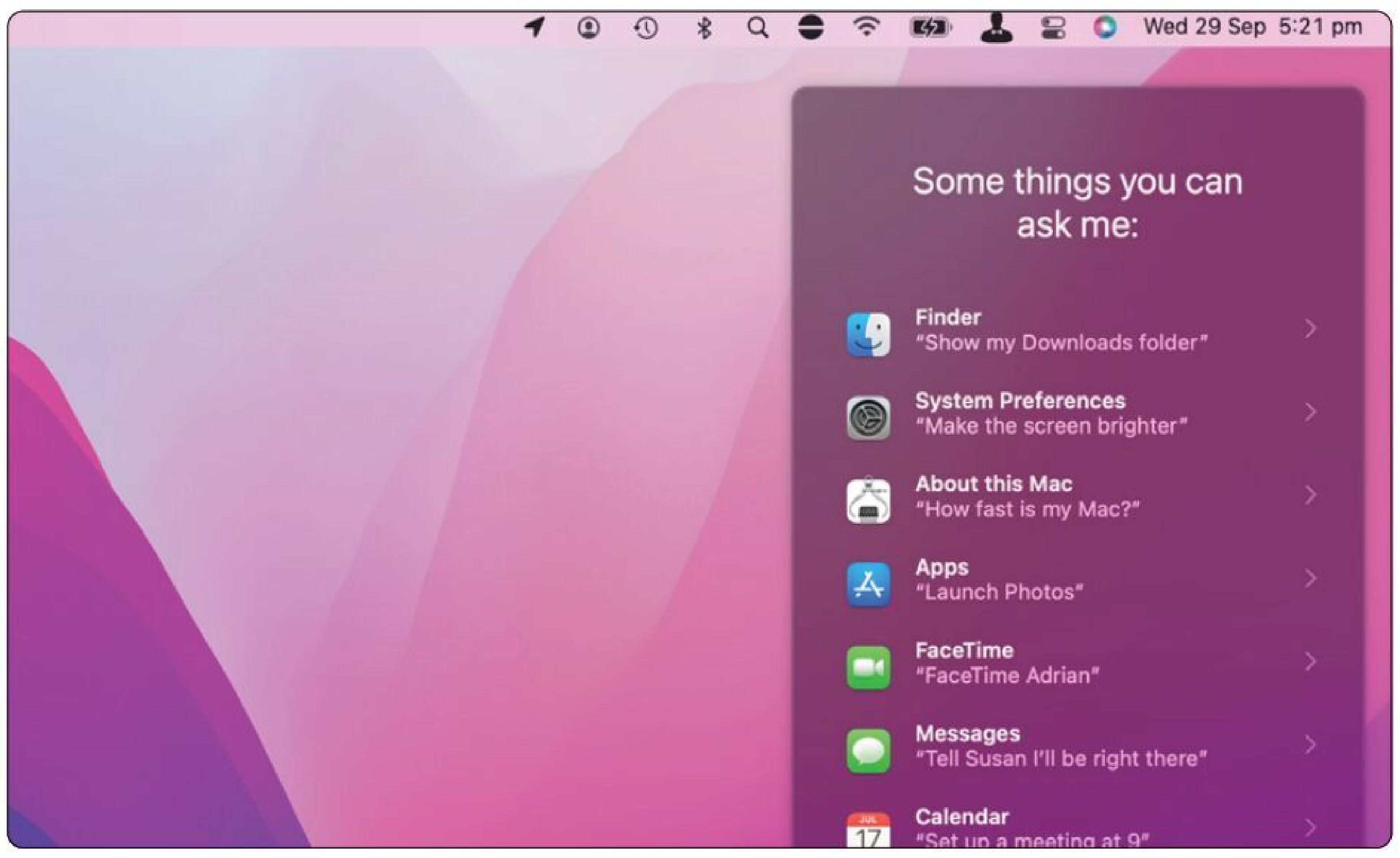
Voice Variety
Siri Voice
Voice Feedback
Siri History
Arabic
Chinese (Cantonese - China mainland)
Chinese (Cantonese - Hong Kong)
Chinese (Mandarin - China mainland)
Chinese (Mandarin - Taiwan)
Danish
Dutch (Belgium)
Dutch (Netherlands)
English (Australia)
English (Canada)
English (India)
English (Ireland)
English (New Zealand)
English (Singapore)
English (South Africa)

**2** You can change the language that Siri understands and also speaks in using the pull-down menu. You can also change the English language voice from a British male to a female voice and a different accent, and set up a keyboard shortcut for Siri if you wish.


Wed 29 Sep 5:20 pm

What can I help you with?

**3** To launch Siri, click on the icon in the Dock, click on the menu bar icon if you've opted for one or press the keyboard shortcut, again if you have one set up. A Siri window appears in the top right corner of the screen.

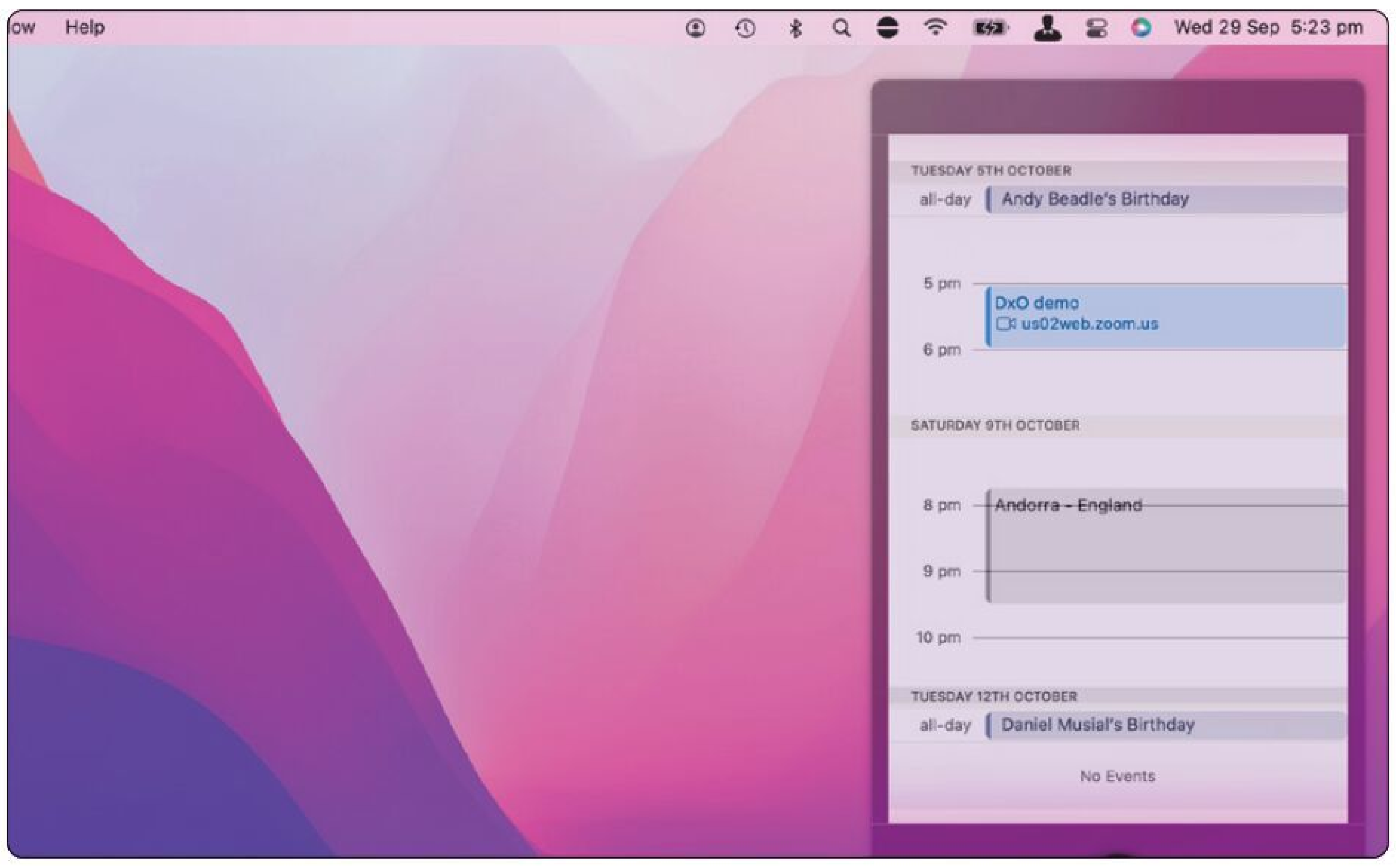

Wed 29 Sep 5:21 pm

Some things you can ask me:

Finder
"Show my Downloads folder"
System Preferences
"Make the screen brighter"
About this Mac
"How fast is my Mac?"
Apps
"Launch Photos"
FaceTime
"FaceTime Adrian"
Messages
"Tell Susan I'll be right there"
Calendar
"Set up a meeting at 9"

**4** Using Siri requires an Internet connection, so your Mac can send your voice message to Apple's servers to be analysed. If you don't currently have an Internet connection, you cannot use Siri until you take your Mac back online again.

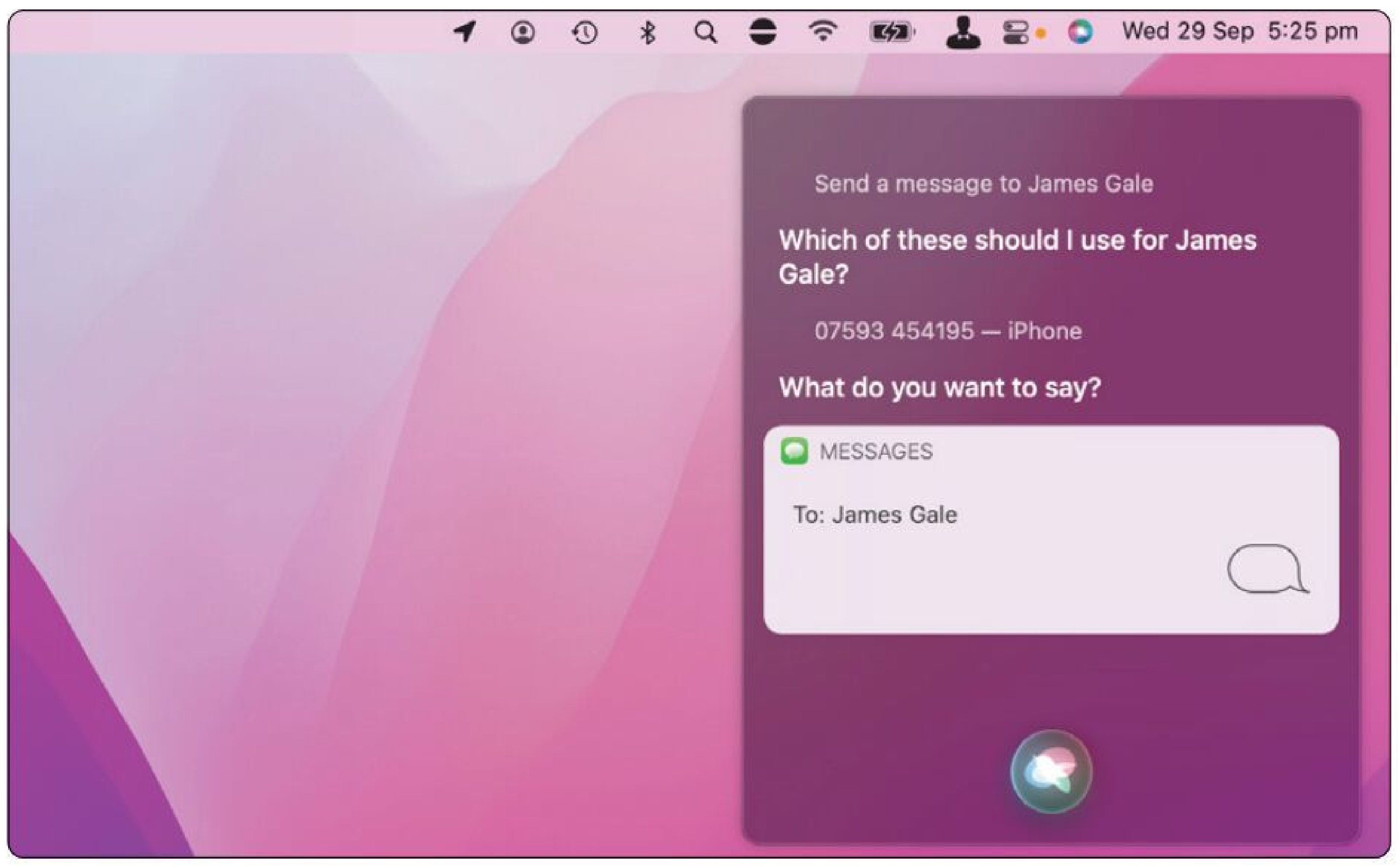
# Using Siri



TUESDAY 5TH OCTOBER
all-day Andy Beadle's Birthday
5 pm DxO demo
us02web.zoom.us
6 pm
SATURDAY 9TH OCTOBER
8 pm Andorra – England
9 pm
10 pm
TUESDAY 12TH OCTOBER
all-day Daniel Musial's Birthday
No Events

Help
Wed 29 Sep 5:23 pm

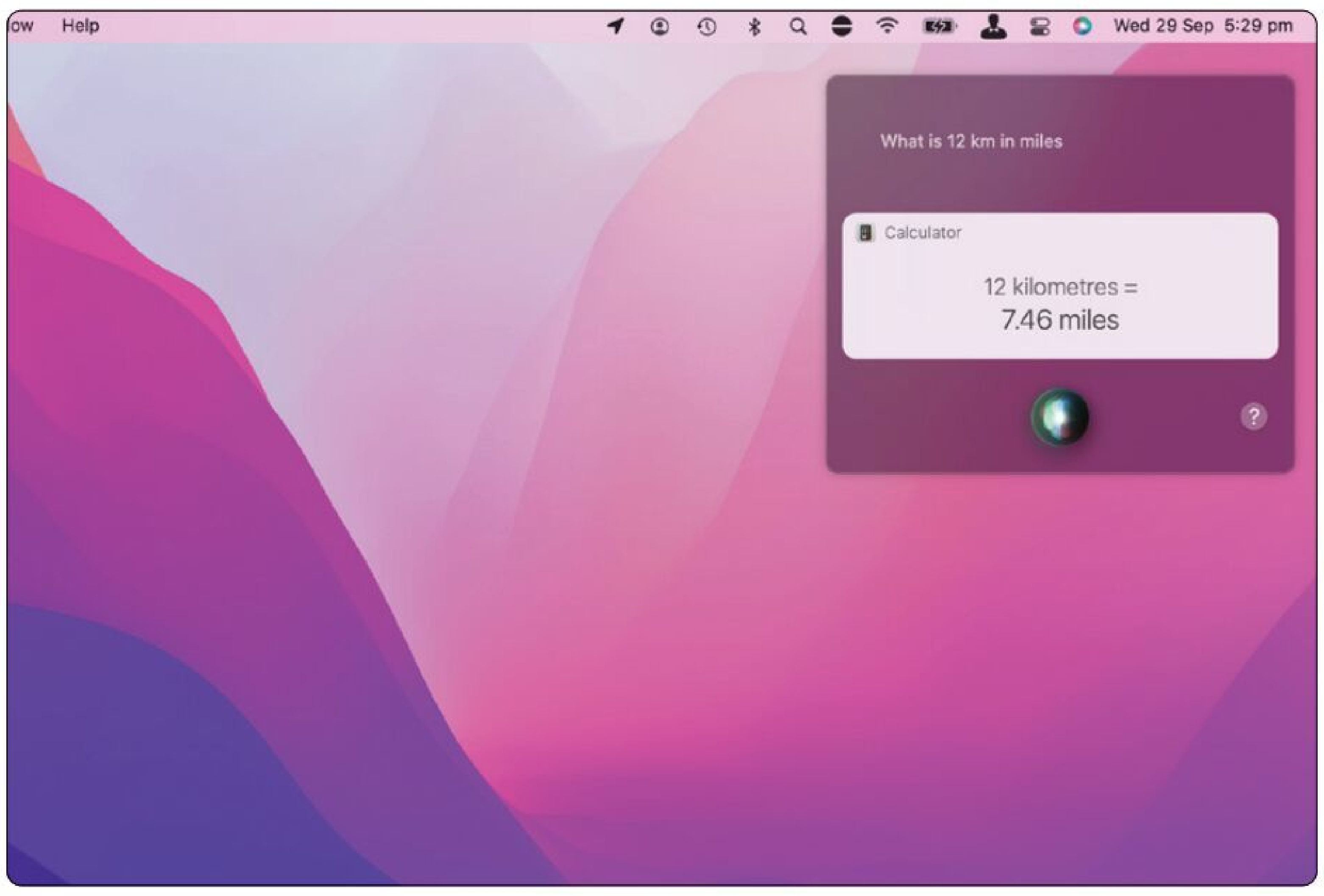
**Check Appointments:** Siri is great for checking your appointments. You can ask what appointments you have coming up for the rest of the week or month, what's coming up between two dates, and more. Just ask Siri a question in regular English and it will probably understand you perfectly.



Send a message to James Gale
Which of these should I use for James Gale?
07593 454195 — iPhone
What do you want to say?
MESSAGES
To: James Gale

Wed 29 Sep 5:25 pm

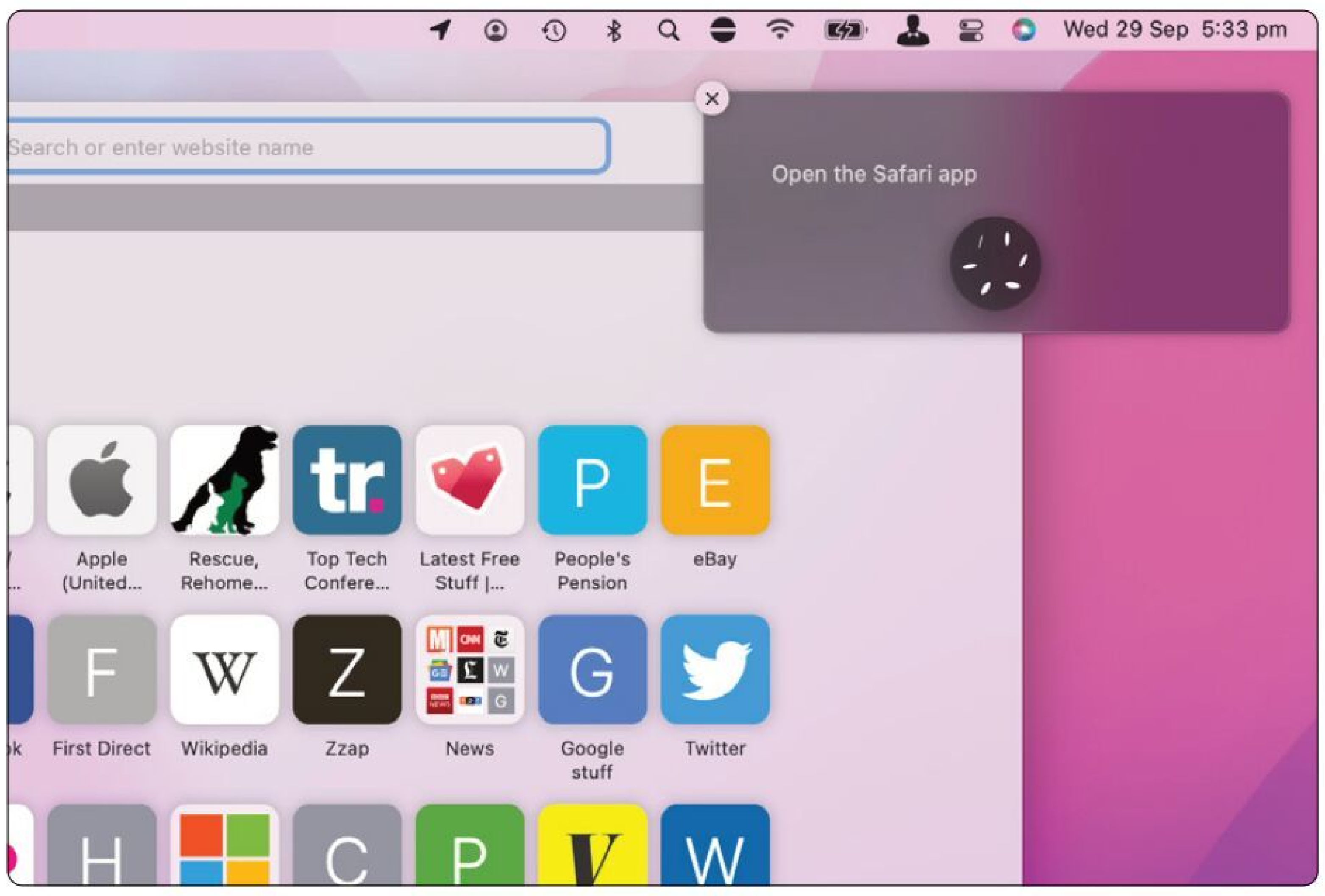
**Send a Message:** You can send a message using Siri, instead of looking up the person in Contacts and then typing the message itself. Just say, "Send a message to X", and Siri will find the person and ask what you want to say. Speak your message and you can then check and send it.



What is 12 km in miles
Calculator
12 kilometres =
7.46 miles

Help
Wed 29 Sep 5:29 pm

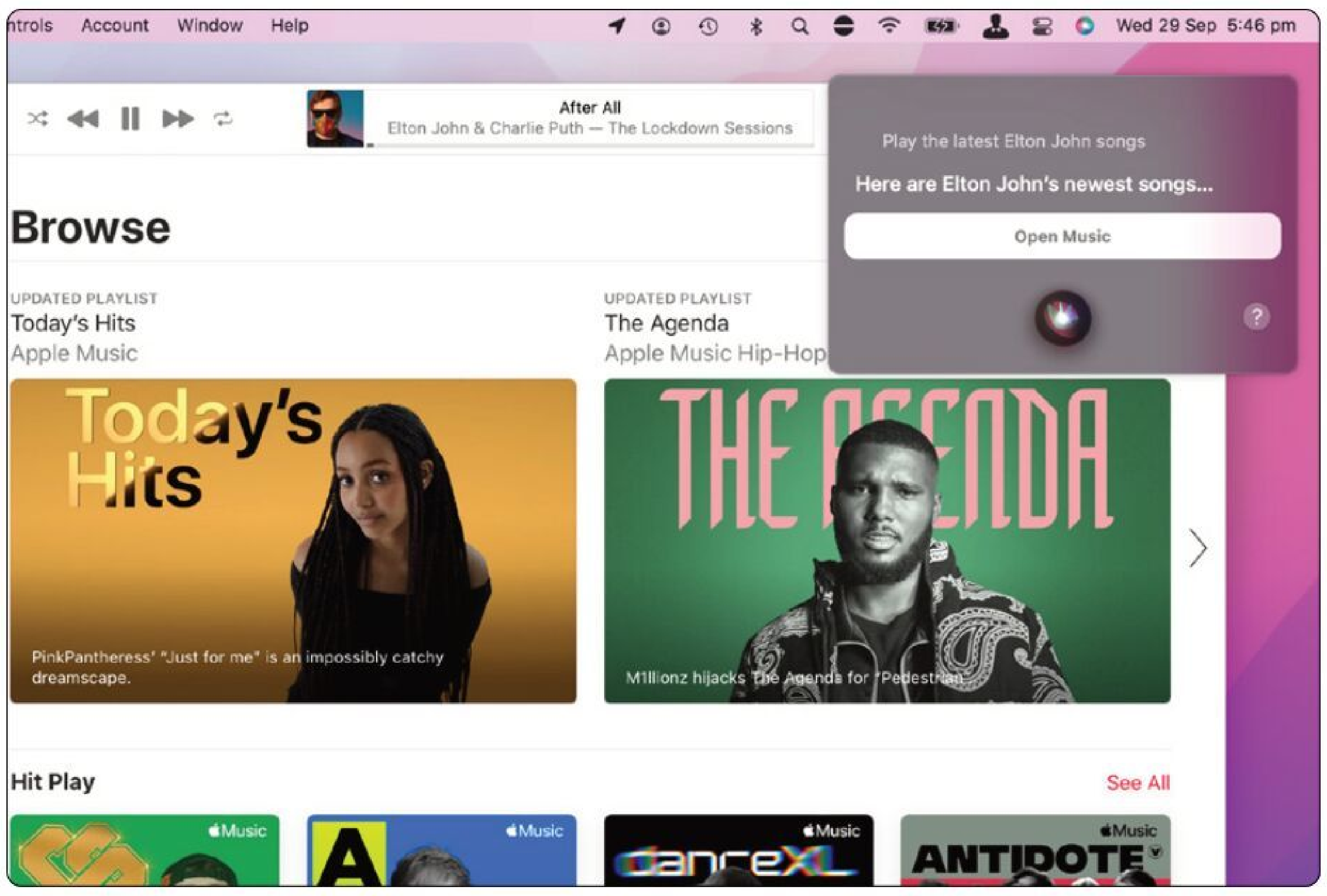
**Conversions:** You can use Siri to do conversions between weights, length, time, currencies and more. Just ask, for example, 'What is 12 kilometres in miles?', and Siri tells you. It's great for currency conversions when shopping online.



Open the Safari app

Wed 29 Sep 5:33 pm
Search or enter website name
Apple (United...
Rescue, Rehome...
Top Tech Confere...
Latest Free Stuff |...
People's Pension
eBay
First Direct
Wikipedia
Zzap
News
Google stuff
Twitter

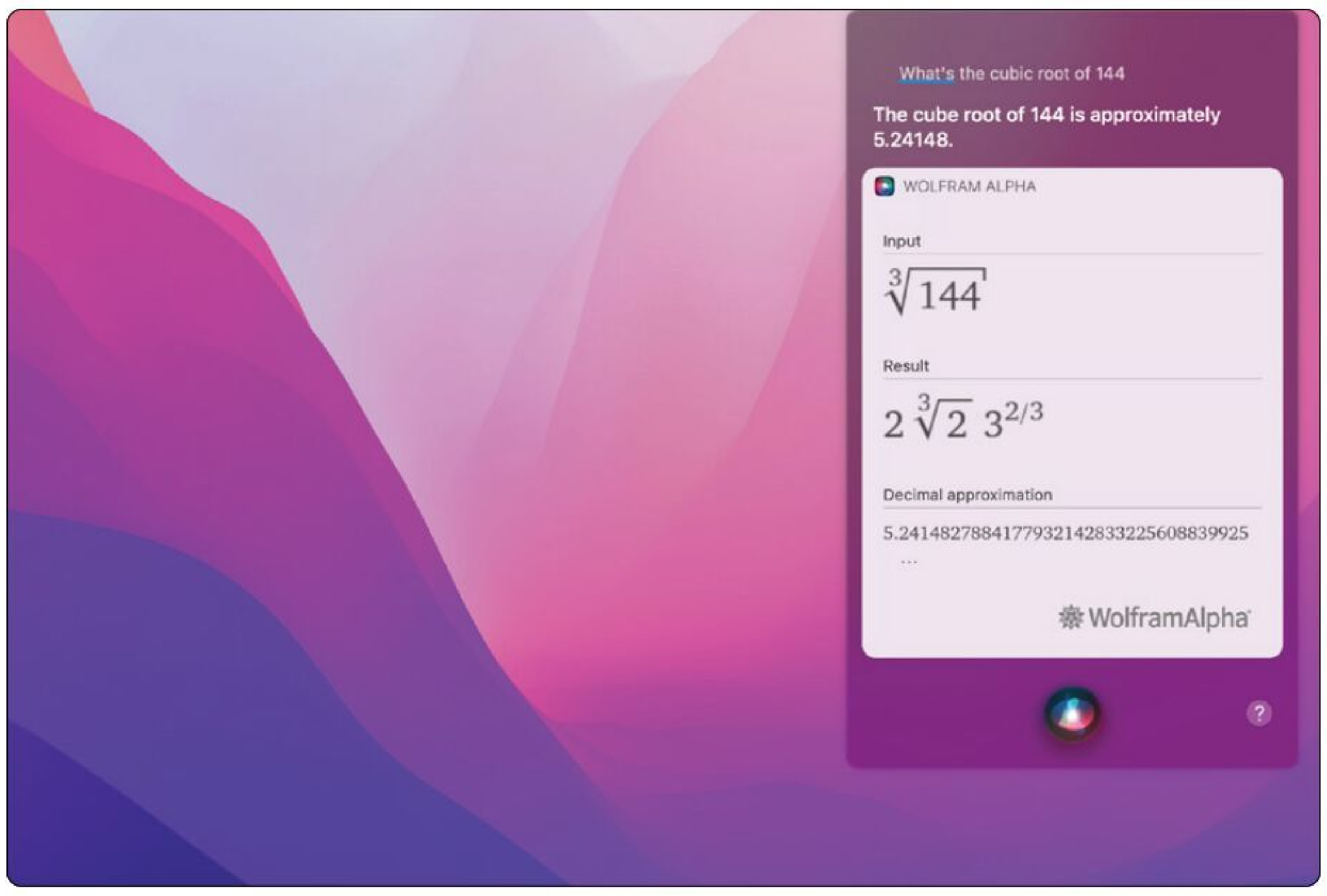
**Open Apps:** You can open an app with Siri. Just say, 'Open the [X] app', with 'X' being replaced by the name of the app in question. The app is then opened, without your having to use Launchpad. You can't close an app with Siri, though.



Play the latest Elton John songs
Here are Elton John's newest songs...
Open Music

Account
Window
Help
Wed 29 Sep 5:46 pm
After All
Elton John & Charlie Puth — The Lockdown Sessions
Browse
UPDATED PLAYLIST
Today's Hits
Apple Music
UPDATED PLAYLIST
The Agenda
Apple Music Hip-Hop
Today's Hits
THE AGENDA
Hit Play
See All
ANTIDOTE

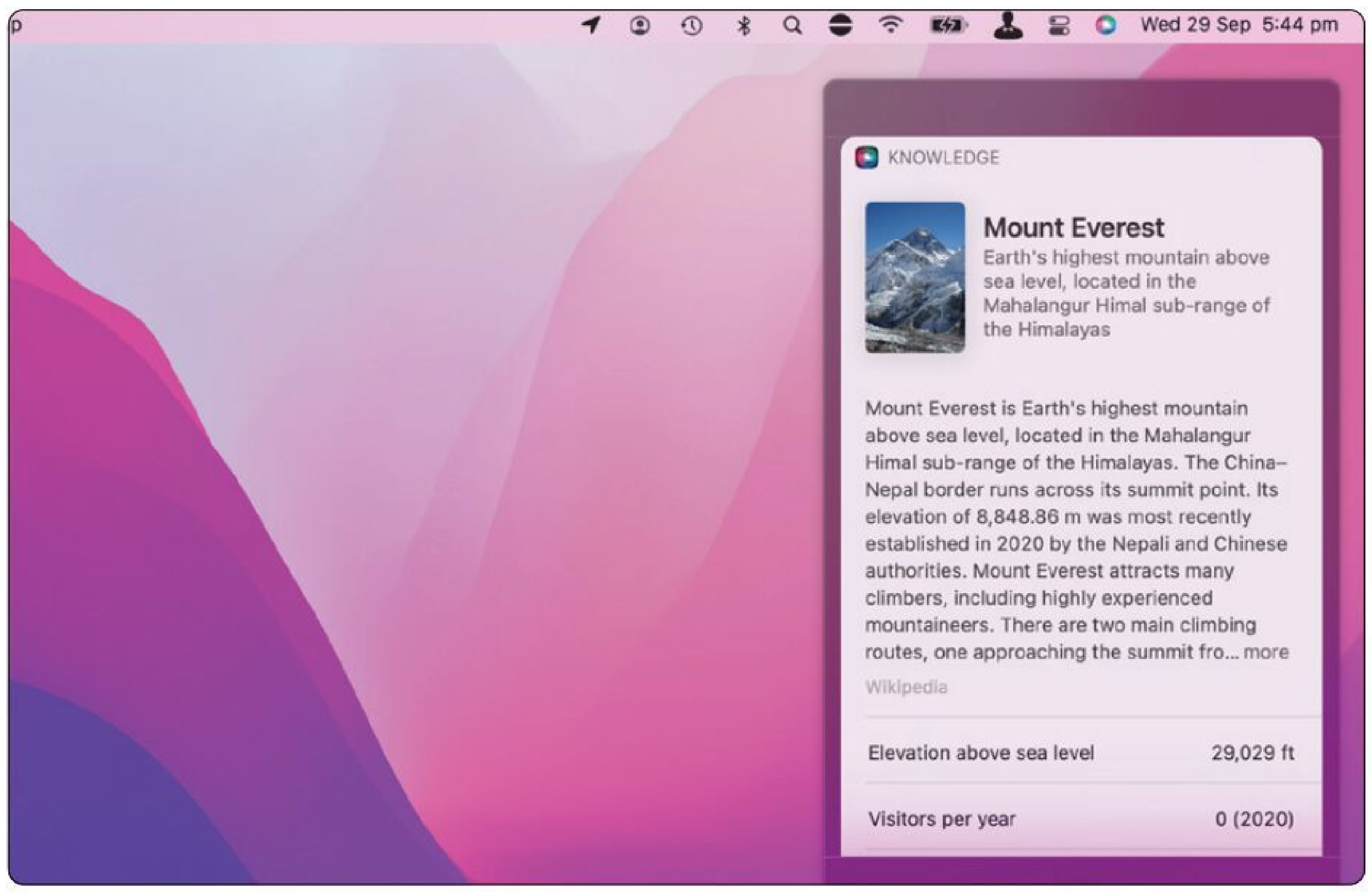
**Play Music:** Activate Siri and say (for example), 'Play some soft rock', and if you have Apple Music, the Music app opens and it plays. You can play individual tracks, artists and albums too; from the streaming service or your library.



What's the cubic root of 144
The cube root of 144 is approximately 5.24148.
WOLFRAM ALPHA
Input
$\sqrt[3]{144}$
Result
$2\sqrt[3]{2}\ 3^{2/3}$
Decimal approximation
5.2414827884177932142833225608839925...

WolframAlpha

**Calculations:** Siri can get information from a lot of macOS's preinstalled apps. For example, you can make calculations and conversions using Siri, which harnesses the power of the Calculator app.

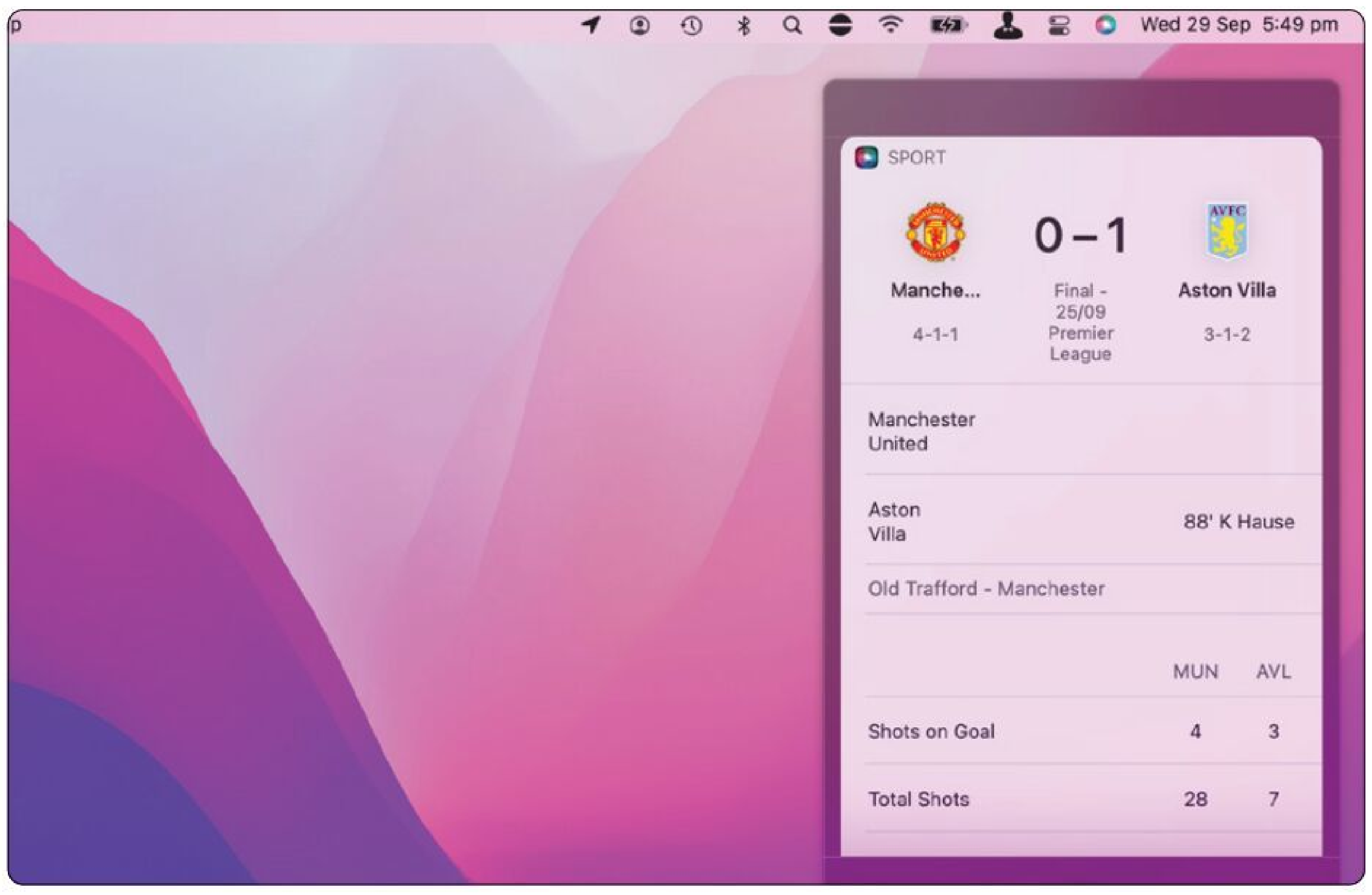


Mount Everest
Earth's highest mountain above sea level, located in the Mahalangur Himal sub-range of the Himalayas

Mount Everest is Earth's highest mountain above sea level, located in the Mahalangur Himal sub-range of the Himalayas. The China–Nepal border runs across its summit point. Its elevation of 8,848.86 m was most recently established in 2020 by the Nepali and Chinese authorities. Mount Everest attracts many climbers, including highly experienced mountaineers. There are two main climbing routes, one approaching the summit fro… more
Wikipedia

| | |
|---|---|
| Elevation above sea level | 29,029 ft |
| Visitors per year | 0 (2020) |

**General knowledge:** If you have a question to ask, such as ‘What is the height of Mount Everest’, or ‘How far is it from Sydney to Melbourne?’, you’ll get an answer. Siri draws knowledge from websites such as Wikipedia.



| Manche... | 0 – 1 | Aston Villa |
|---|---|---|
| 4-1-1 | Final - 25/09 Premier League | 3-1-2 |

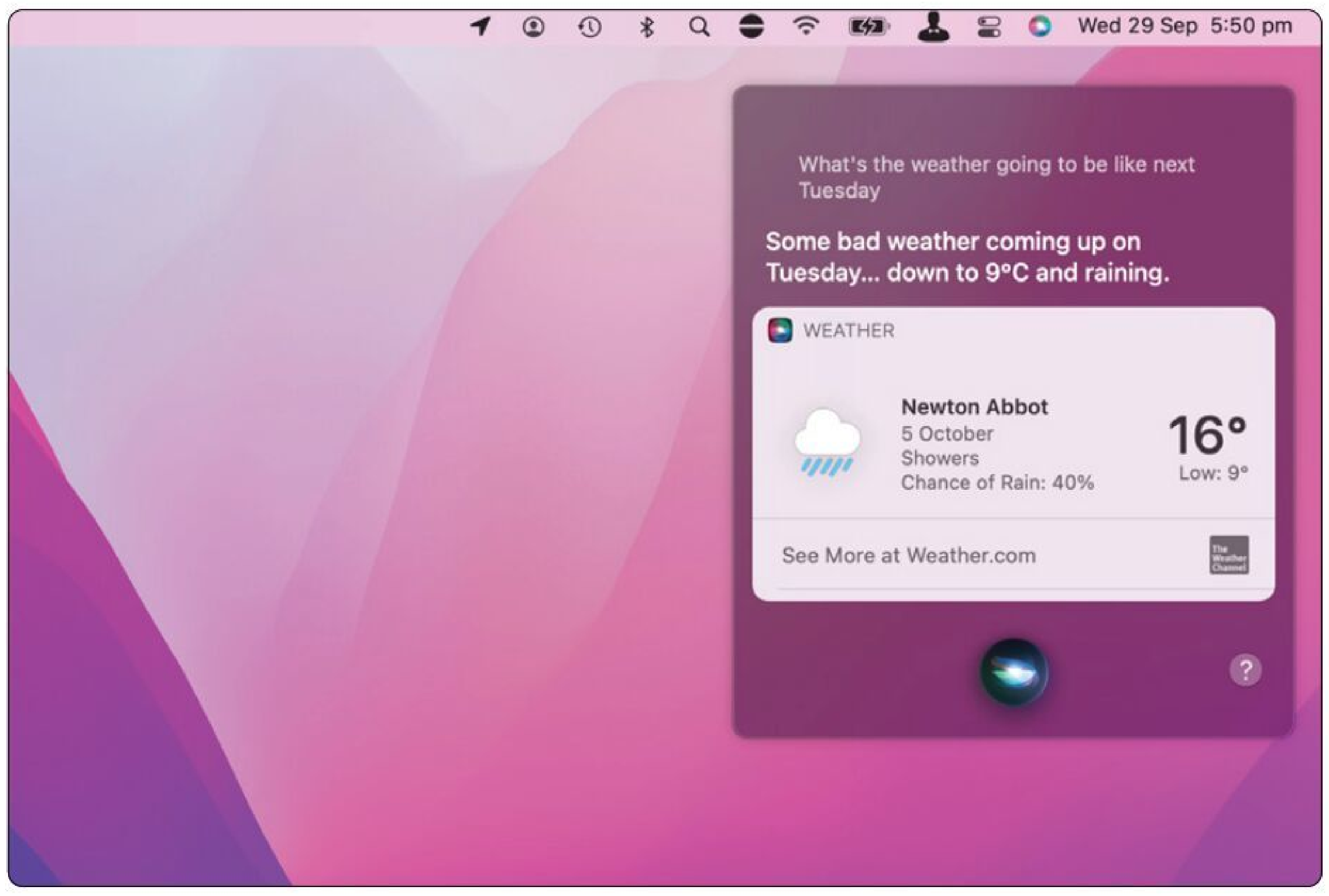
Manchester United

Aston Villa — 88' K Hause

Old Trafford - Manchester

| | MUN | AVL |
|---|---|---|
| Shots on Goal | 4 | 3 |
| Total Shots | 28 | 7 |

**Sports Scores & Fixtures:** Ask Siri how your favourite soccer team did in their last match, or who your local basketball team are playing next, and Siri is right on the nail with the information. Try some other sporting questions too.

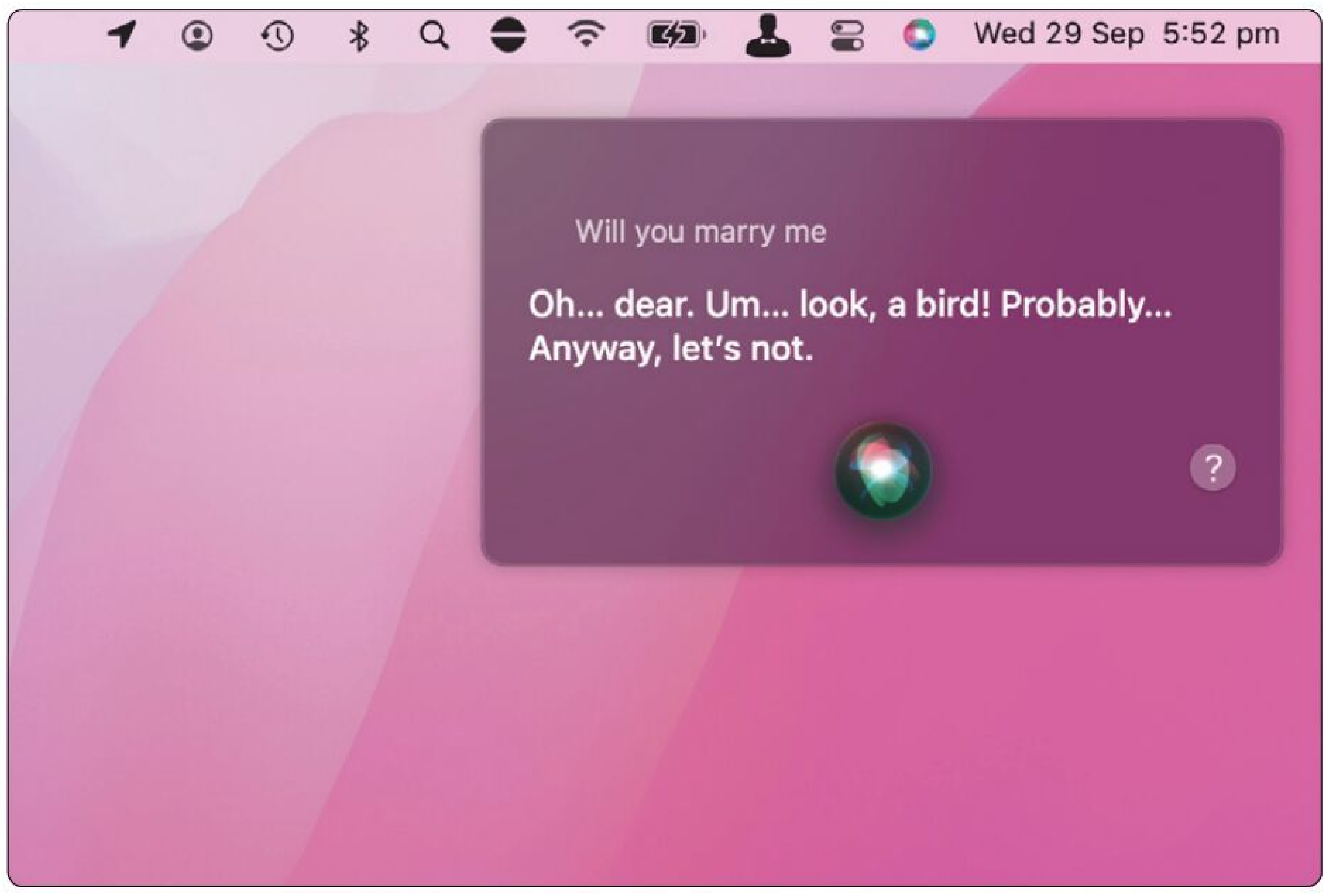


What's the weather going to be like next Tuesday

Some bad weather coming up on Tuesday... down to 9°C and raining.

Newton Abbot
5 October
Showers
Chance of Rain: 40%
16°
Low: 9°
See More at Weather.com

**Weather:** You can ask Siri what the weather will be like today. Siri also makes predictions further forwards, for example, ‘What will the weather be like next Tuesday?’. Ask for the weather in locations all over the world too. You need never get caught outdoors without your umbrella again.



Will you marry me

Oh... dear. Um... look, a bird! Probably... Anyway, let's not.

**Fun Questions:** You can ask Siri a collection of fun questions, such as ‘How old are you?’, ‘Tell me a joke’ and ‘Do you have any pets?’. There are hundreds more and they change regularly, so see if you can hunt them down. And for a laugh, try ‘Tell me a joke.

## Siri Dictation Commands.

Siri also understands dictation as well as words, so if you are dictating an email, for instance, this useful list of dictation commands that Siri recognises prove very useful. Just “speak the word” and the **action** or **punctuation** is added.

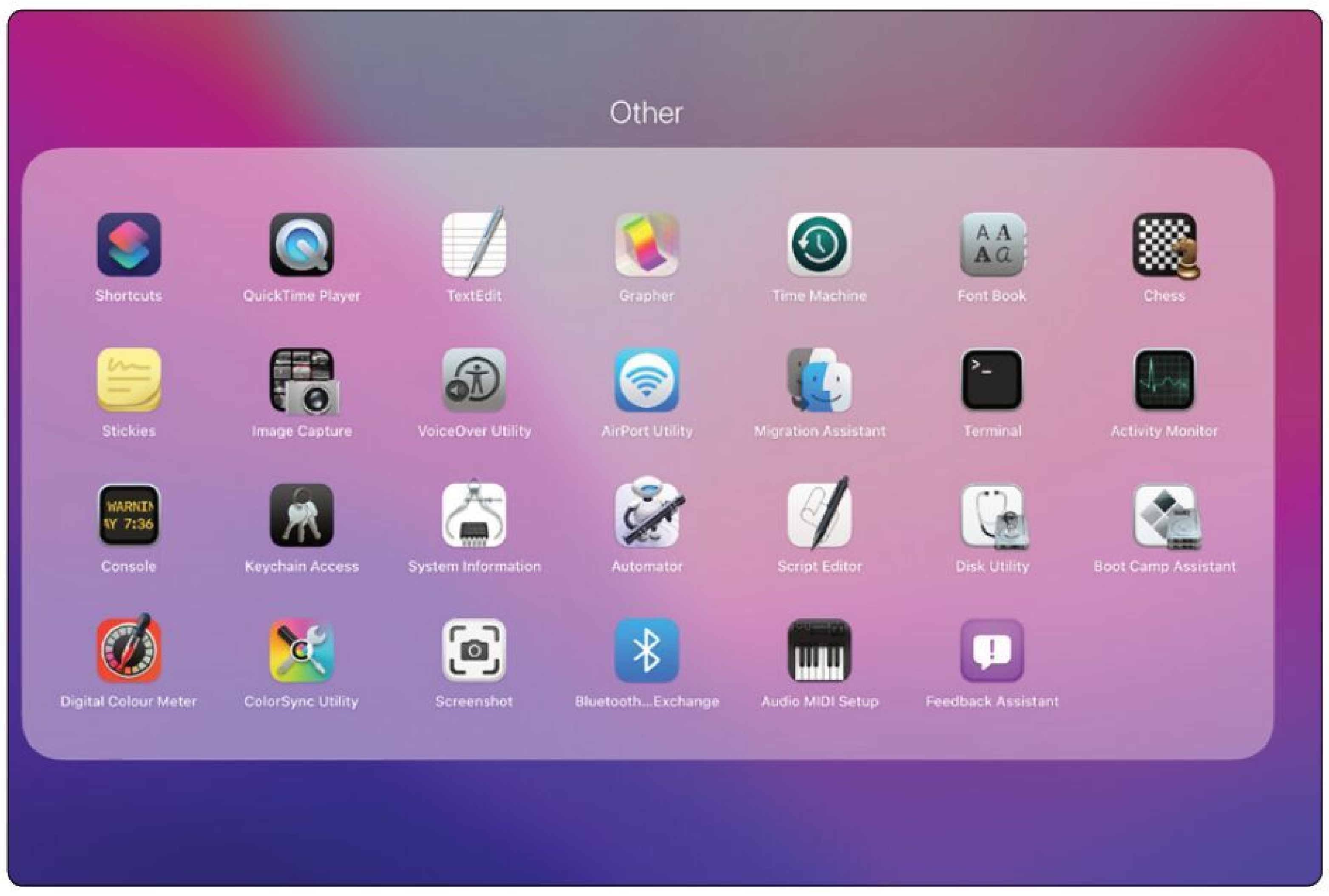
“New line”
**Move to the next line**
“New paragraph”
**Start a new paragraph**
“All caps”
**Make the next word all uppercase**
“All caps on ... all caps off”
**Make part of what you say uppercase**
“No caps”
**Make the next word lowercase**
“No caps on ... no caps off”
**Make sure part of what you say is all lowercase**
“Space bar”
**Prevent a hyphen from appearing in a normally hyphenated word**

. “Period”
, “Comma”
’ “Apostrophe”
! “Exclamation mark”
? “Question mark”
& “Ampersand”
* “Asterisk”
( “Open parenthesis”
) “Close parenthesis”
[ “Open bracket”
] “Close bracket”
{ “Open brace”
} “Close brace”
- “Dash”
- “Hyphen”
– “Em dash”
% “Percent sign”
© “Copyright sign”
® “Registered sign”
§ “Section sign”
$ “Dollar sign”
¢ “Cent sign”
£ “Pound Sterling sign”
° “Degree sign”
^ “Caret”
@ “At sign”
# “Pound sign”
> “Greater than sign”
< “Less than sign”
/ “Forward slash”
\ “Back slash”
| “Vertical bar”
:-) “Smiley”
:-( “Frowny face”
;-) “Wink”

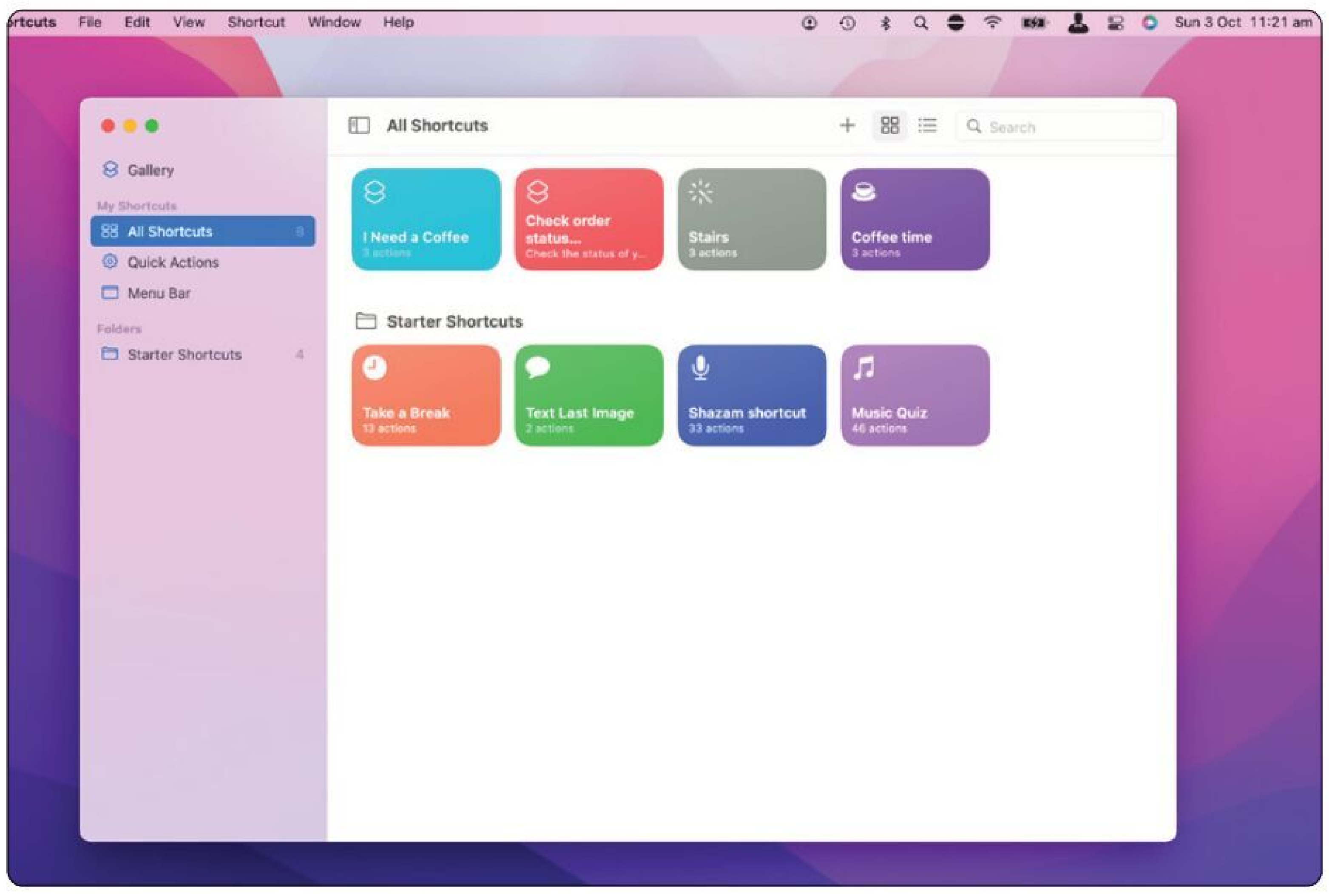
# Shortcuts
# On Your Mac

Shortcuts was first released on the iPhone and iPad, but with the release of macOS Monterey, it has come to the Mac as well. Shortcuts group instructions on your Mac, meaning you can execute a series of functions with a single command. You can use pre-built shortcuts, or design your own.

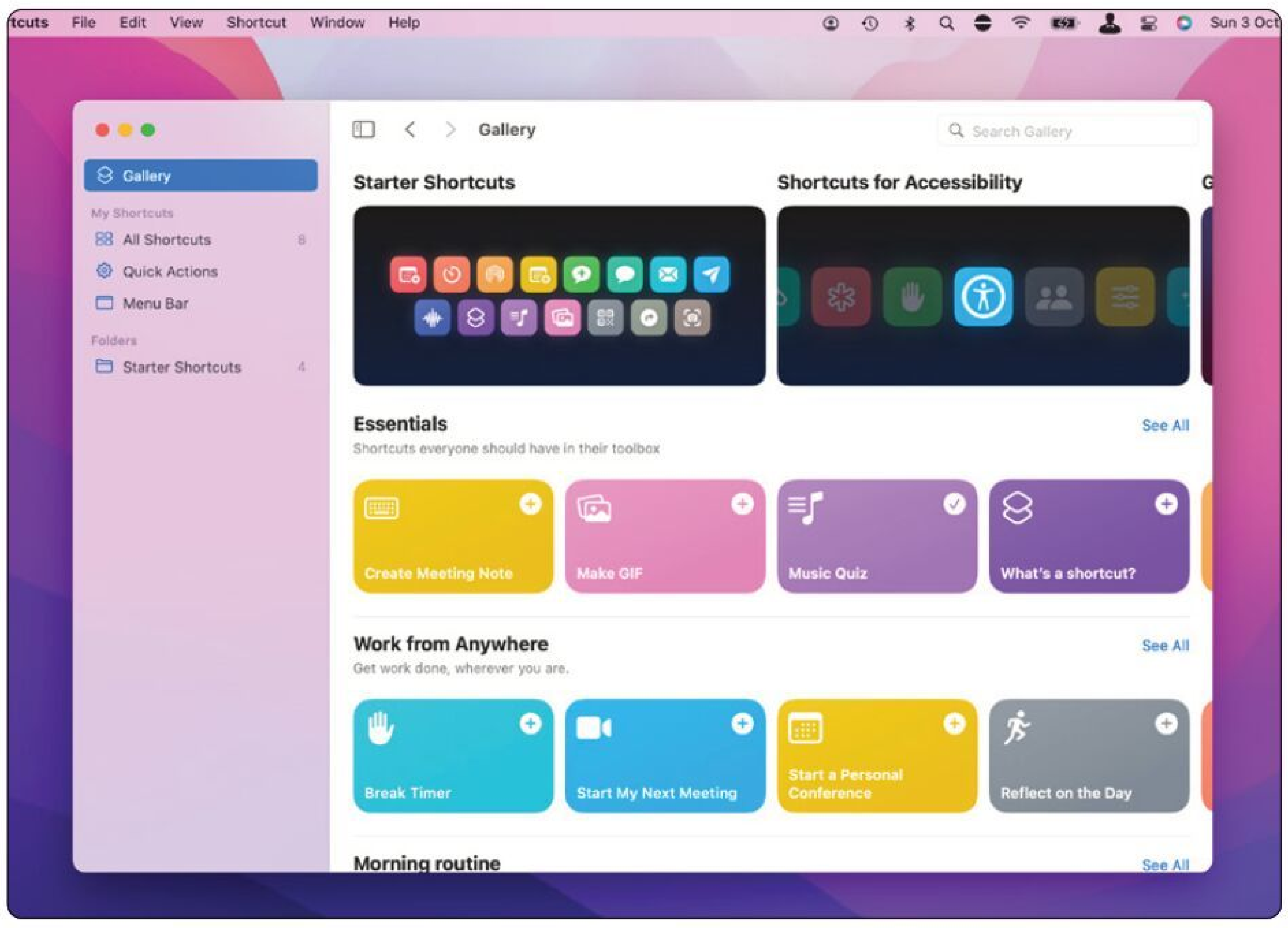
## Getting Started with Shortcuts


Other
Shortcuts
QuickTime Player
TextEdit
Grapher
Time Machine
Font Book
Chess
Stickies
Image Capture
VoiceOver Utility
AirPort Utility
Migration Assistant
Terminal
Activity Monitor
Console
Keychain Access
System Information
Automator
Script Editor
Disk Utility
Boot Camp Assistant
Digital Colour Meter
ColorSync Utility
Screenshot
Bluetooth...Exchange
Audio MIDI Setup
Feedback Assistant

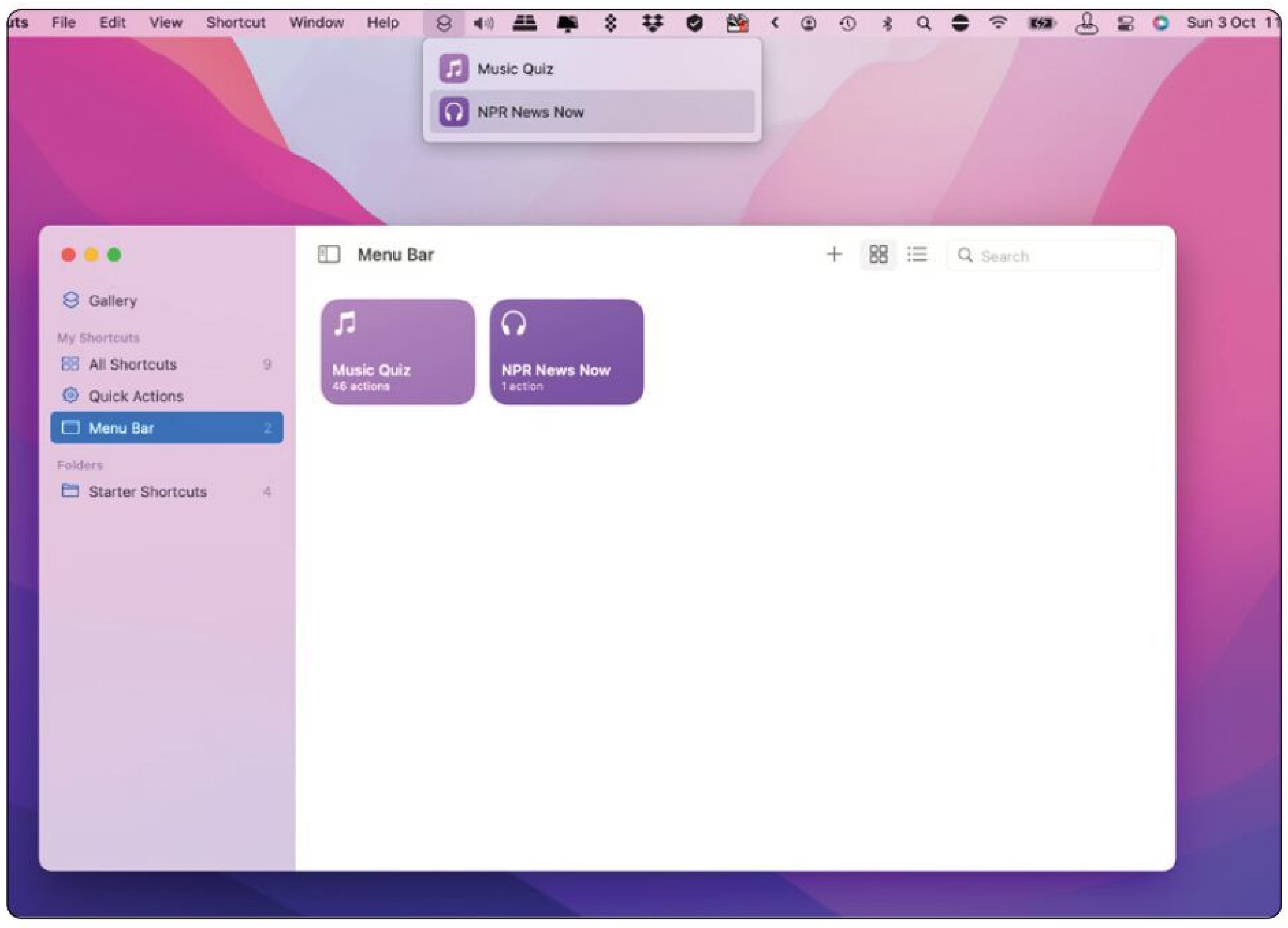
**1** The Shortcuts app comes preinstalled with macOS Monterey. It's can be found in Applications > Other. You can open it through a Finder window, by using the Launchpad or simply by typing 'Shortcuts' into the spotlight search.


All Shortcuts
Gallery
My Shortcuts
All Shortcuts
Quick Actions
Menu Bar
Folders
Starter Shortcuts
I Need a Coffee
Check order status...
Stairs
Coffee time
Starter Shortcuts
Take a Break
Text Last Image
Shazam shortcut
Music Quiz

**2** The Shortcuts app is compatible with, and syncs with, Shortcuts on your iPhone or iPad, so if you've already created Shortcuts on those devices, they're seen here, along with some 'Starter Shortcuts' which are prebuilt by Apple.

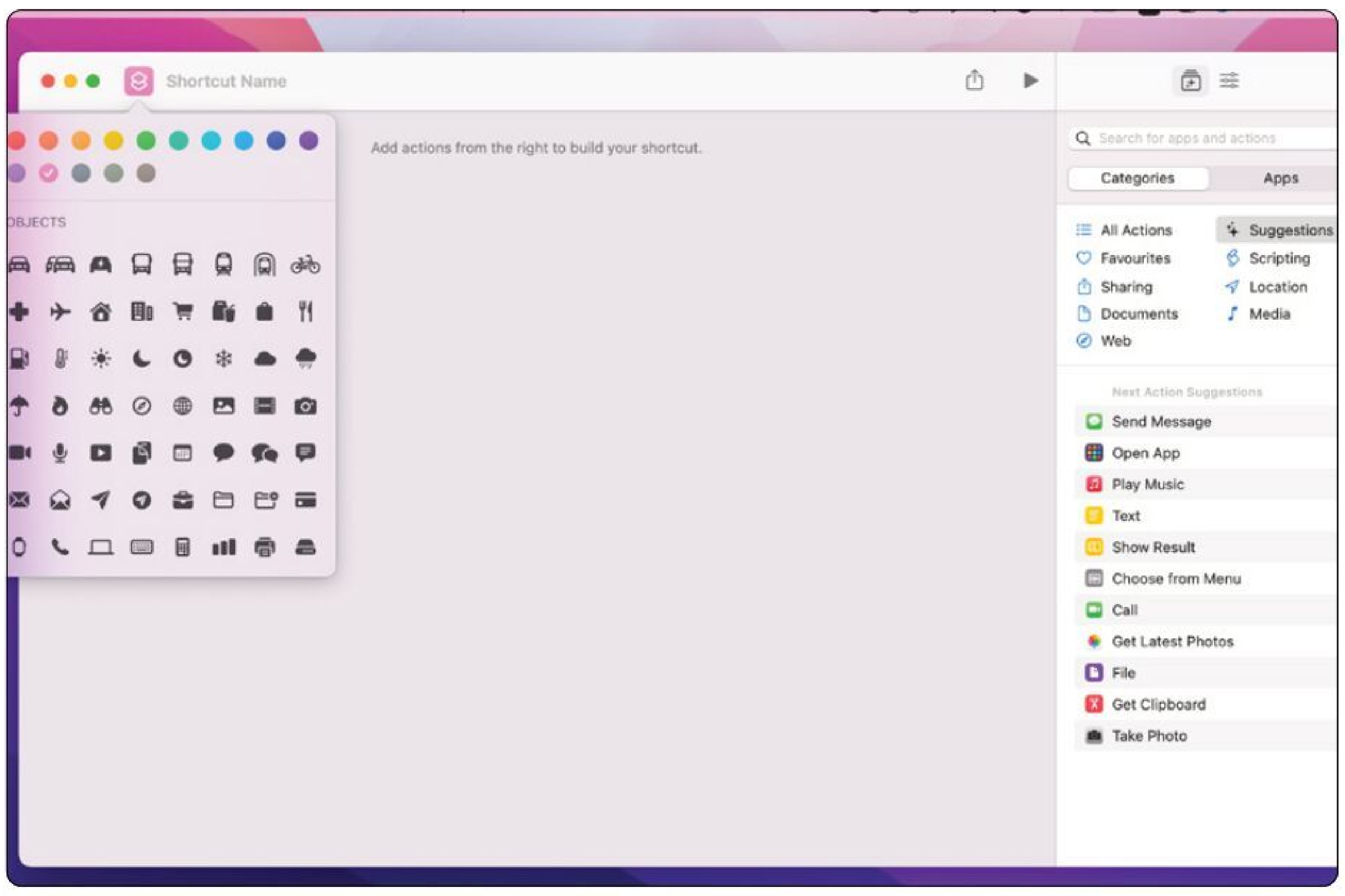

Gallery
Starter Shortcuts
Shortcuts for Accessibility
Essentials
Shortcuts everyone should have in their toolbox
See All
Create Meeting Note
Make GIF
Music Quiz
What's a shortcut?
Work from Anywhere
Get work done, wherever you are.
Break Timer
Start My Next Meeting
Start a Personal Conference
Reflect on the Day
Morning routine

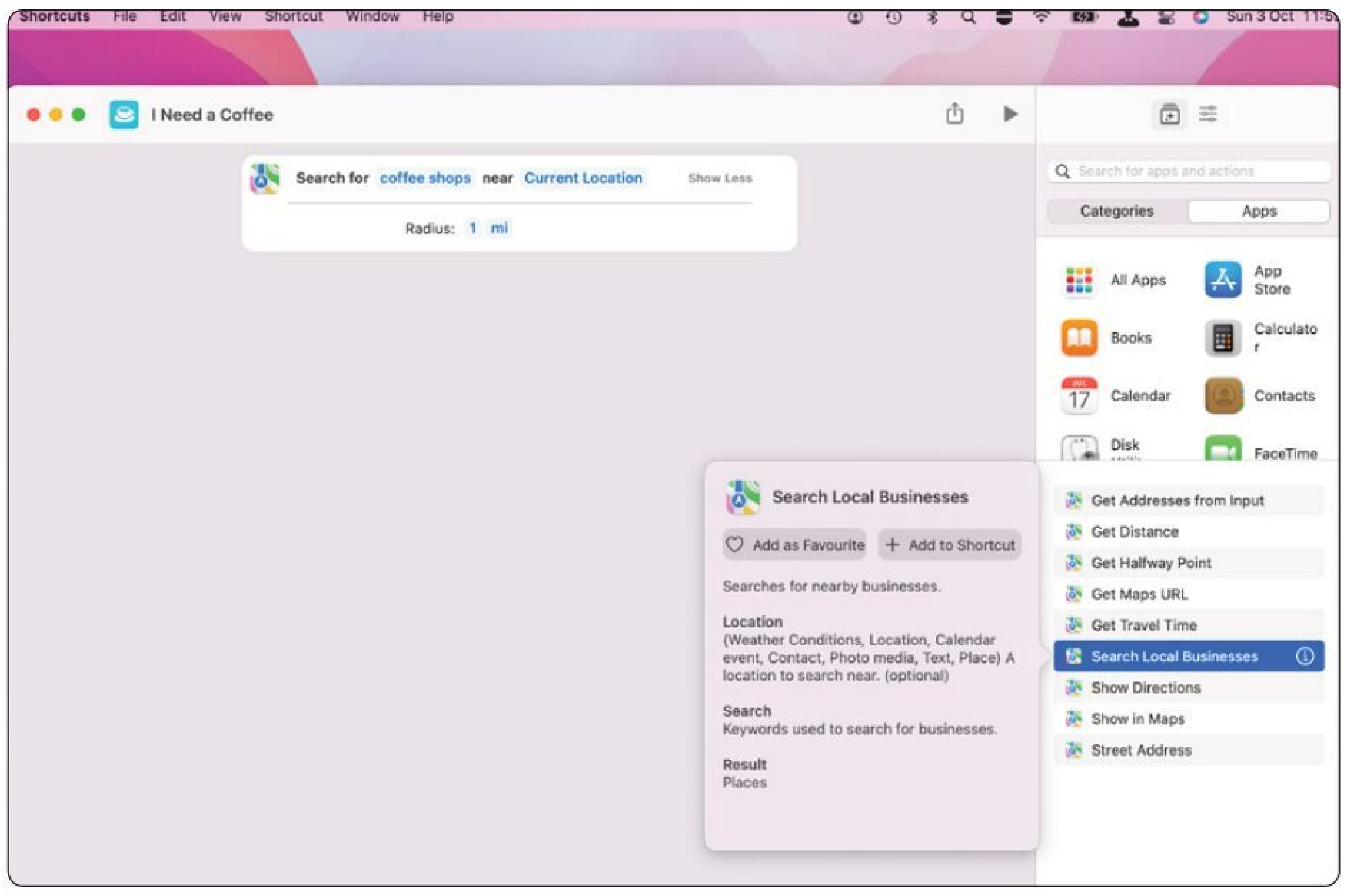
**3** In the left-hand sidebar, click on the Gallery option at the top. Here you see a range of pre-built shortcuts which you can download by clicking on the + icon in their top-right corners. They then appear with your own Shortcuts.


Music Quiz
NPR News Now
Menu Bar
Gallery
My Shortcuts
All Shortcuts
Quick Actions
Menu Bar
Folders
Starter Shortcuts

**4** Drag a shortcut from your own collection in the My Shortcuts section (not from the Gallery), into the Menu Bar folder and you can launch them from the Shortcuts icon in the Menu Bar. It's great for getting quick access.

# Going Further with Shortcuts


Shortcut Name
Add actions from the right to build your shortcut.
OBJECTS
Search for apps and actions
Categories
Apps
All Actions
Suggestions
Favourites
Scripting
Sharing
Location
Documents
Media
Web
Next Action Suggestions
Send Message
Open App
Play Music
Text
Show Result
Choose from Menu
Call
Get Latest Photos
File
Get Clipboard
Take Photo


Shortcuts
File
Edit
View
Shortcut
Window
Help
Sun 3 Oct
I Need a Coffee
Show Less
Search for apps and actions
Categories
Apps
All Apps
App Store
Books
Calculator
Calendar
Contacts
FaceTime
Search Local Businesses
Add as Favourite
Add to Shortcut
Get Addresses from Input
Get Distance
Get Halfway Point
Get Maps URL
Get Travel Time
Search Local Businesses
Show Directions
Show in Maps
Street Address

Search for coffee shops near Current Location

Radius: 1 mi

Searches for nearby businesses.

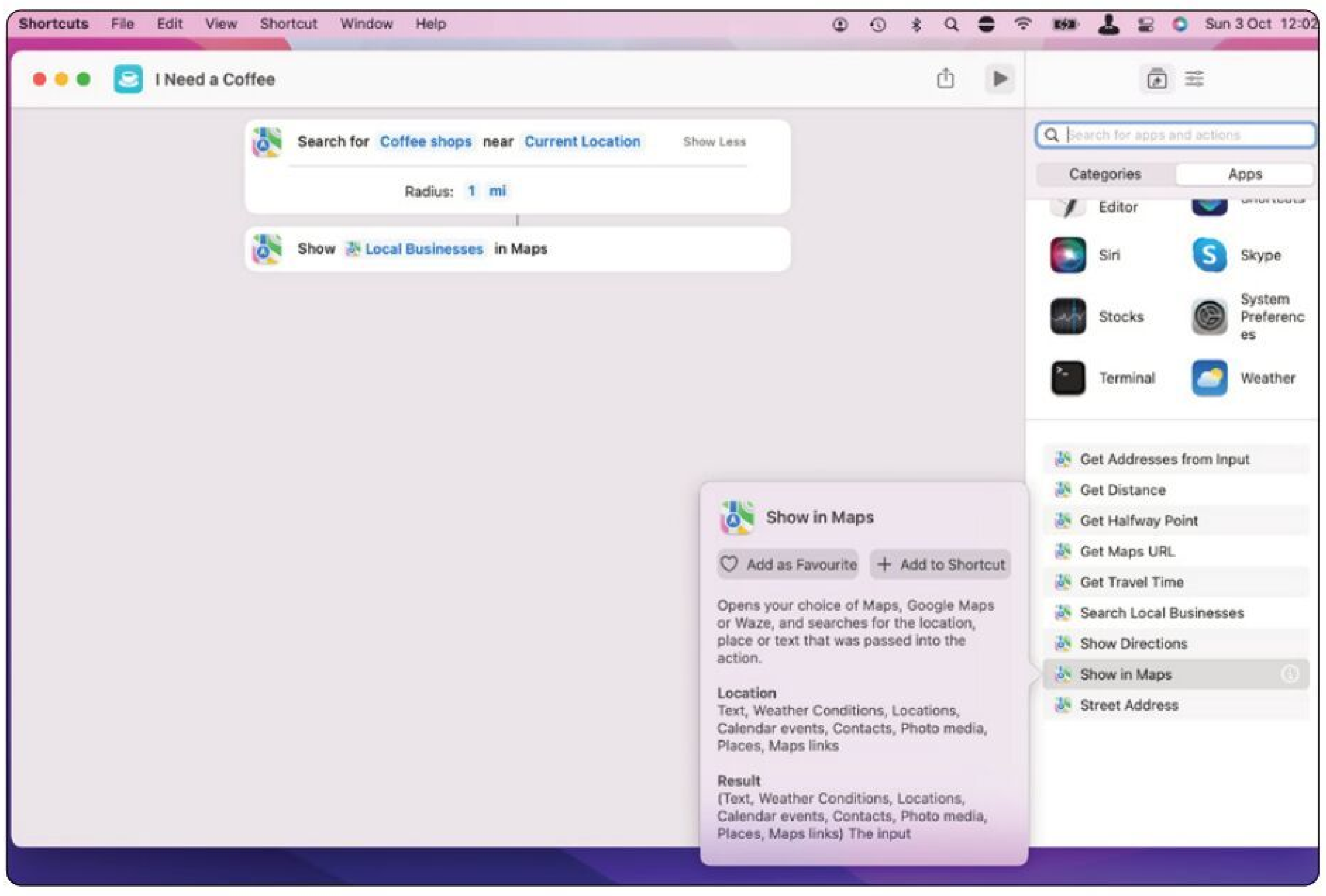
Location
(Weather Conditions, Location, Calendar event, Contact, Photo media, Text, Place) A location to search near. (optional)

Search
Keywords used to search for businesses.

Result
Places

**1** To build a new Shortcut, click the + icon in the toolbar. The editor window will then open. Click on 'Shortcut Name' in the top bar and type a name for the Shortcut, then click the icon to its left and choose a colour and symbol for it.

**2** Shortcuts are built up by adding chained commands from the right-hand sidebar. Here, for example, we added a 'Search Local Businesses' option from Maps to search for coffee shops within a mile of the current location.


Shortcuts
File
Edit
View
Shortcut
Window
Help
Sun 3 Oct 12:02
I Need a Coffee
Show Less
Search for apps and actions
Categories
Apps
Editor
Siri
Skype
Stocks
System Preferences
Terminal
Weather
Show in Maps
Add as Favourite
Add to Shortcut
Get Addresses from Input
Get Distance
Get Halfway Point
Get Maps URL
Get Travel Time
Search Local Businesses
Show Directions
Show in Maps
Street Address

Search for Coffee shops near Current Location

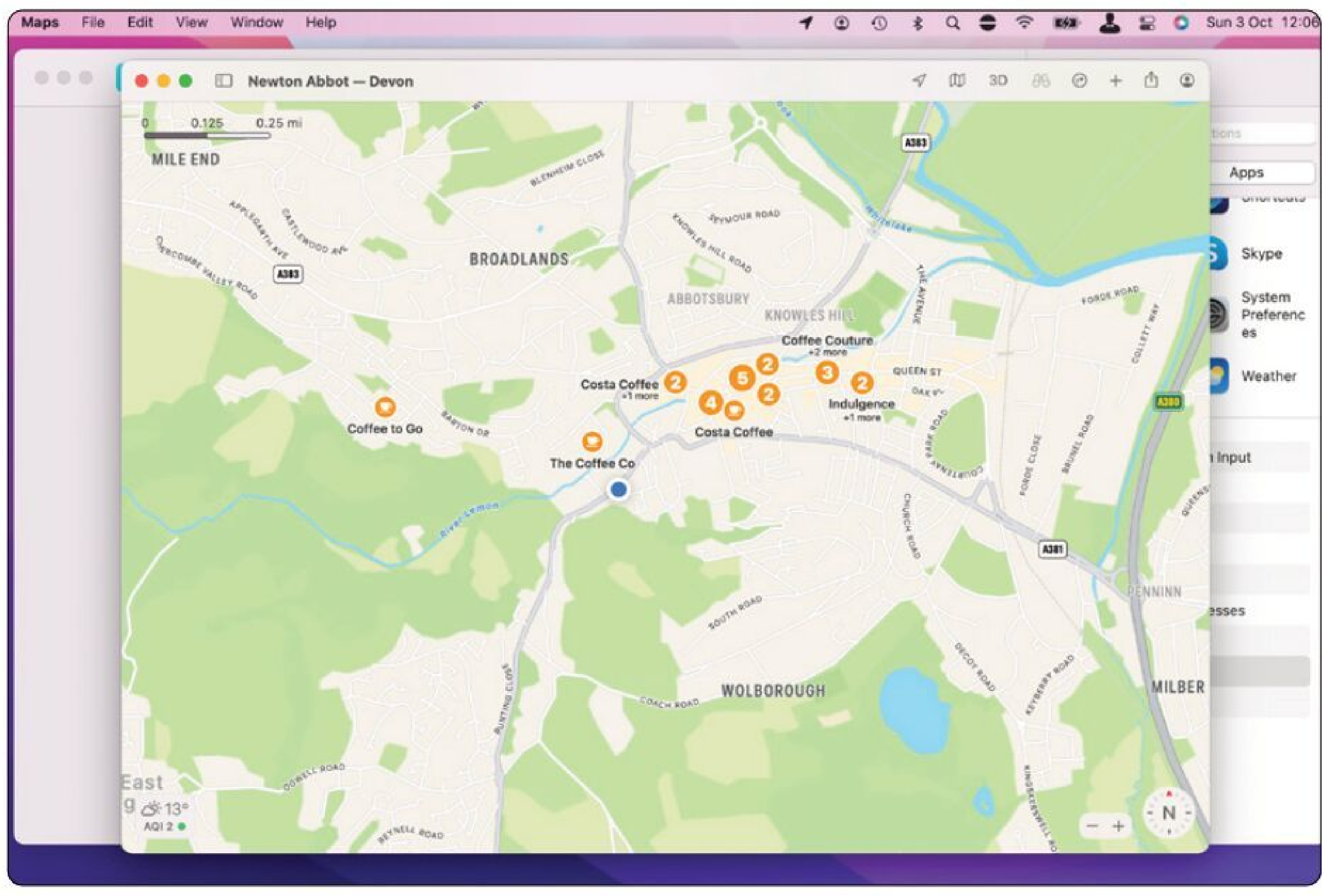
Radius: 1 mi

Show Local Businesses in Maps

Opens your choice of Maps, Google Maps or Waze, and searches for the location, place or text that was passed into the action.

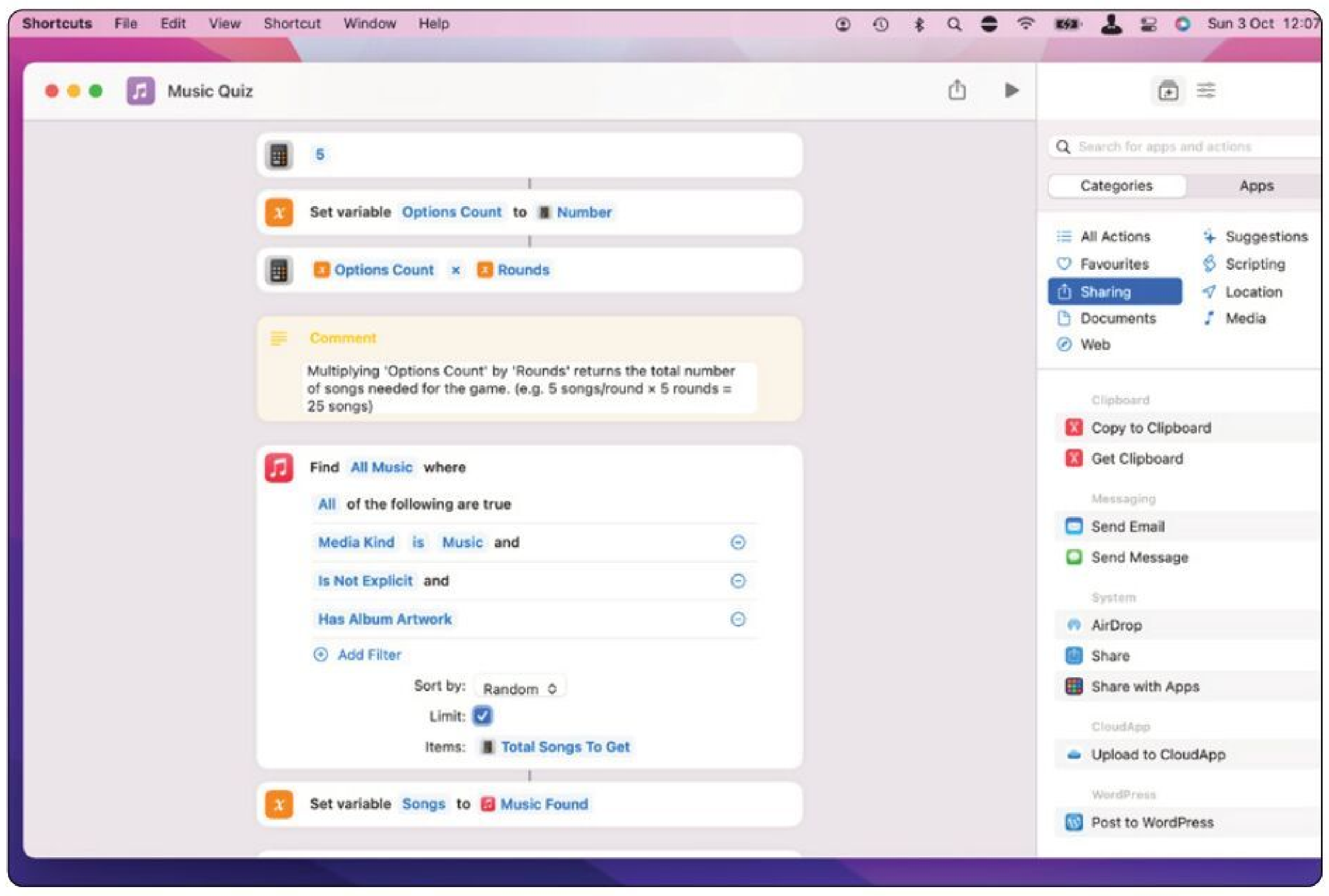
Location
Text, Weather Conditions, Locations, Calendar events, Contacts, Photo media, Places, Maps links

Result
(Text, Weather Conditions, Locations, Calendar events, Contacts, Photo media, Places, Maps links) The input


Maps
File
Edit
View
Window
Help
Sun 3 Oct 12:06
Newton Abbot — Devon
MILE END
BROADLANDS
ABBOTSBURY
KNOWLES HILL
Coffee Couture
Costa Coffee
Costa Coffee
Coffee to Go
The Coffee Co
Indulgence
WOLBOROUGH
MILBER
A383
A381
N

**3** When the Maps app has found the coffee shops, we want to be shown where they are, so we added the 'Show in Maps' action. Add an action by dragging it into place or clicking on it and then clicking the 'i' icon on its right for a window.

**4** Click the Play icon in the toolbar at the top of the editing screen to test it out. The app shows what it's doing step by step. Here, it successfully searches for nearby coffee shops, opens the Maps app and displays the results.


Shortcuts
File
Edit
View
Shortcut
Window
Help
Sun 3 Oct 12:07
Music Quiz
Search for apps and actions
Categories
Apps
All Actions
Suggestions
Favourites
Scripting
Sharing
Location
Documents
Media
Web
Clipboard
Copy to Clipboard
Get Clipboard
Messaging
Send Email
Send Message
System
AirDrop
Share
Share with Apps
CloudApp
Upload to CloudApp
WordPress
Post to WordPress

5

Set variable Options Count to Number

Options Count × Rounds

Comment
Multiplying 'Options Count' by 'Rounds' returns the total number of songs needed for the game. (e.g. 5 songs/round × 5 rounds = 25 songs)

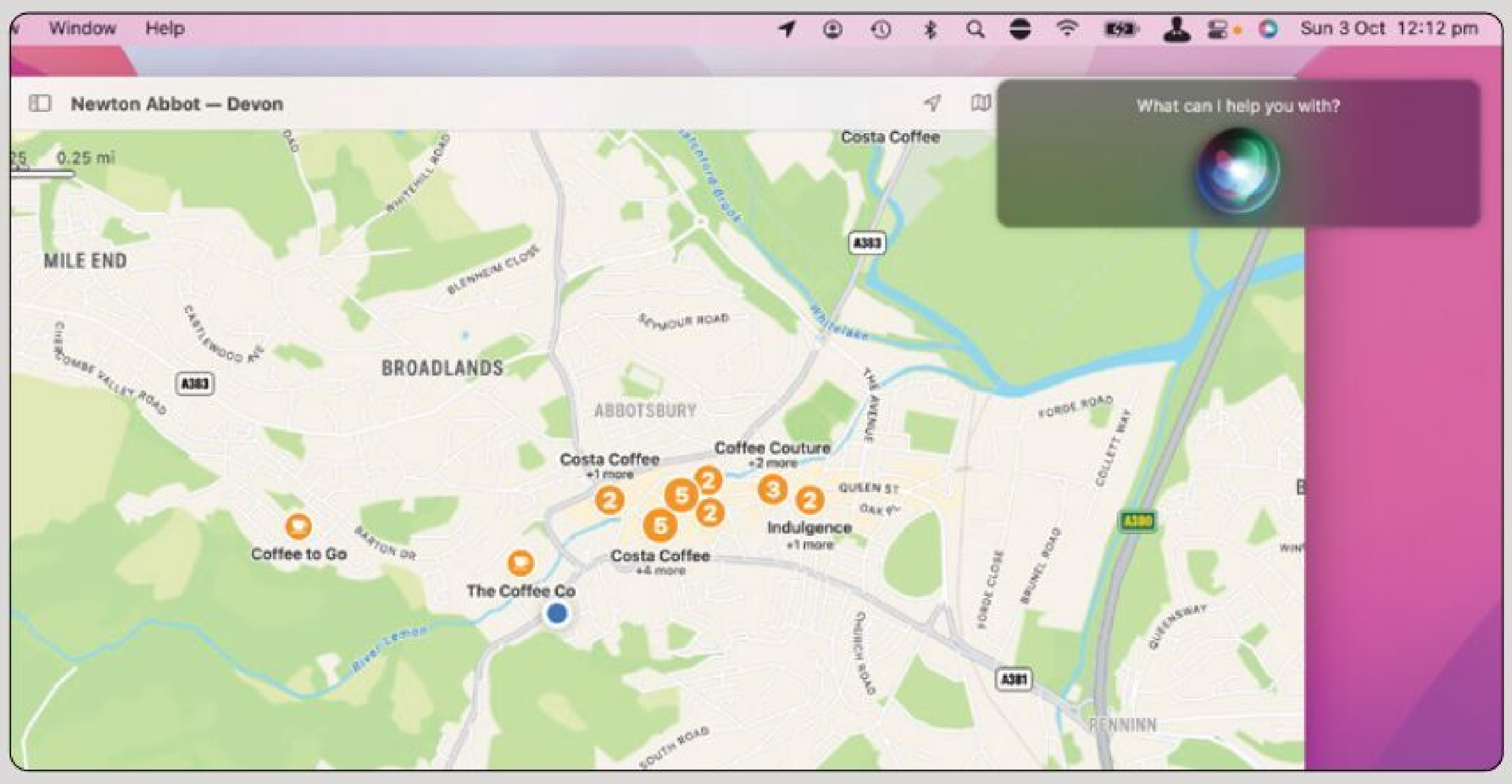
Find All Music where
All of the following are true
Media Kind is Music and
Is Not Explicit and
Has Album Artwork
Add Filter
Sort by: Random
Limit: ☑
Items: Total Songs To Get

Set variable Songs to Music Found

**5** It takes time and practice to get the most from the Shortcuts app. A good way to learn about it is to download a complicated Shortcut from the Gallery, and open it in the editor by double-clicking on it. You can then inspect its functions.

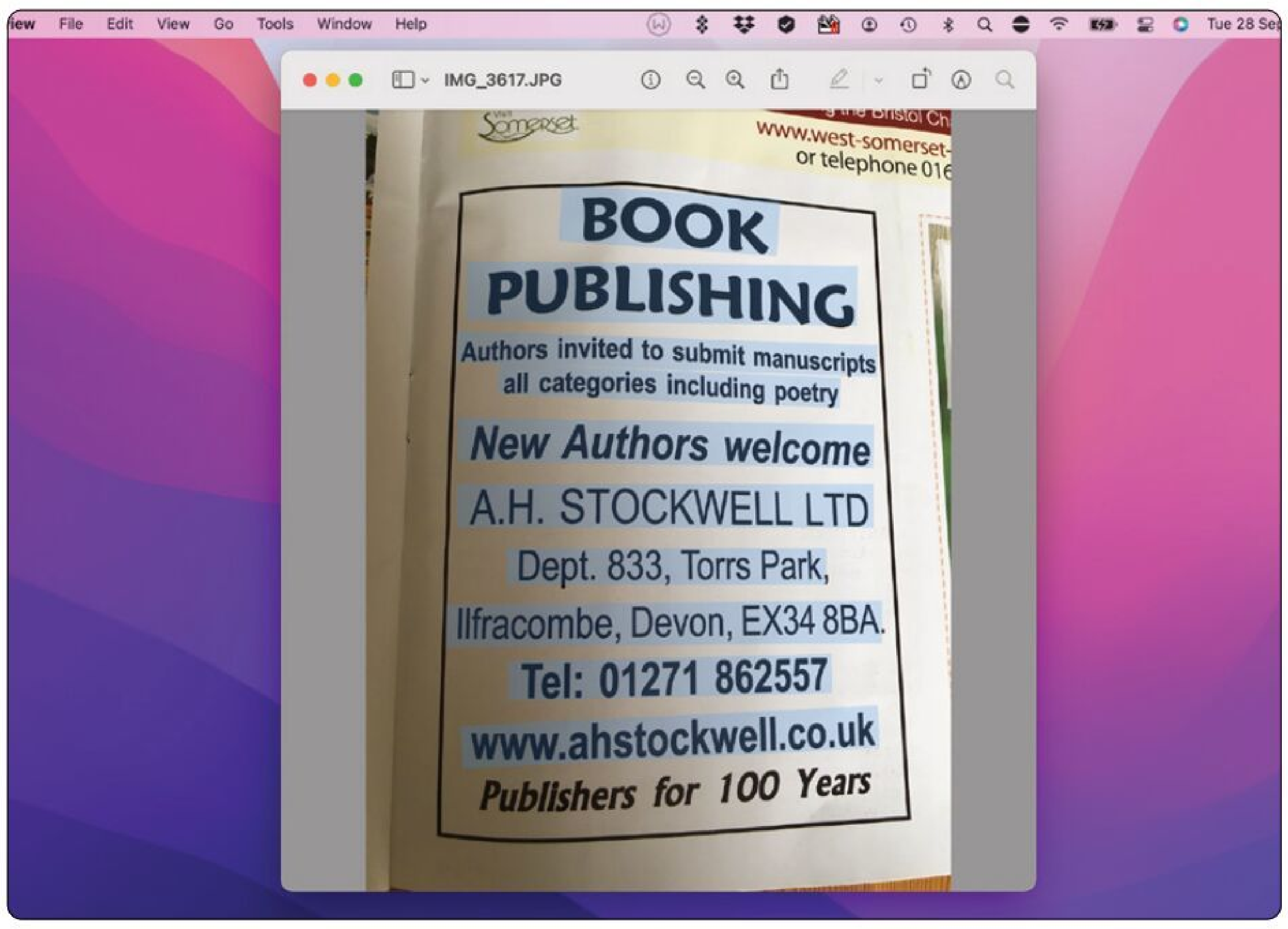
## Launch Using Siri.

Shortcuts are built to be launched by Siri, using the shortcuts' name as a command. We called our shortcut 'I Need a Coffee', so if we open Siri and use that phrase, the shortcut is executed and we're shown the local cafés.

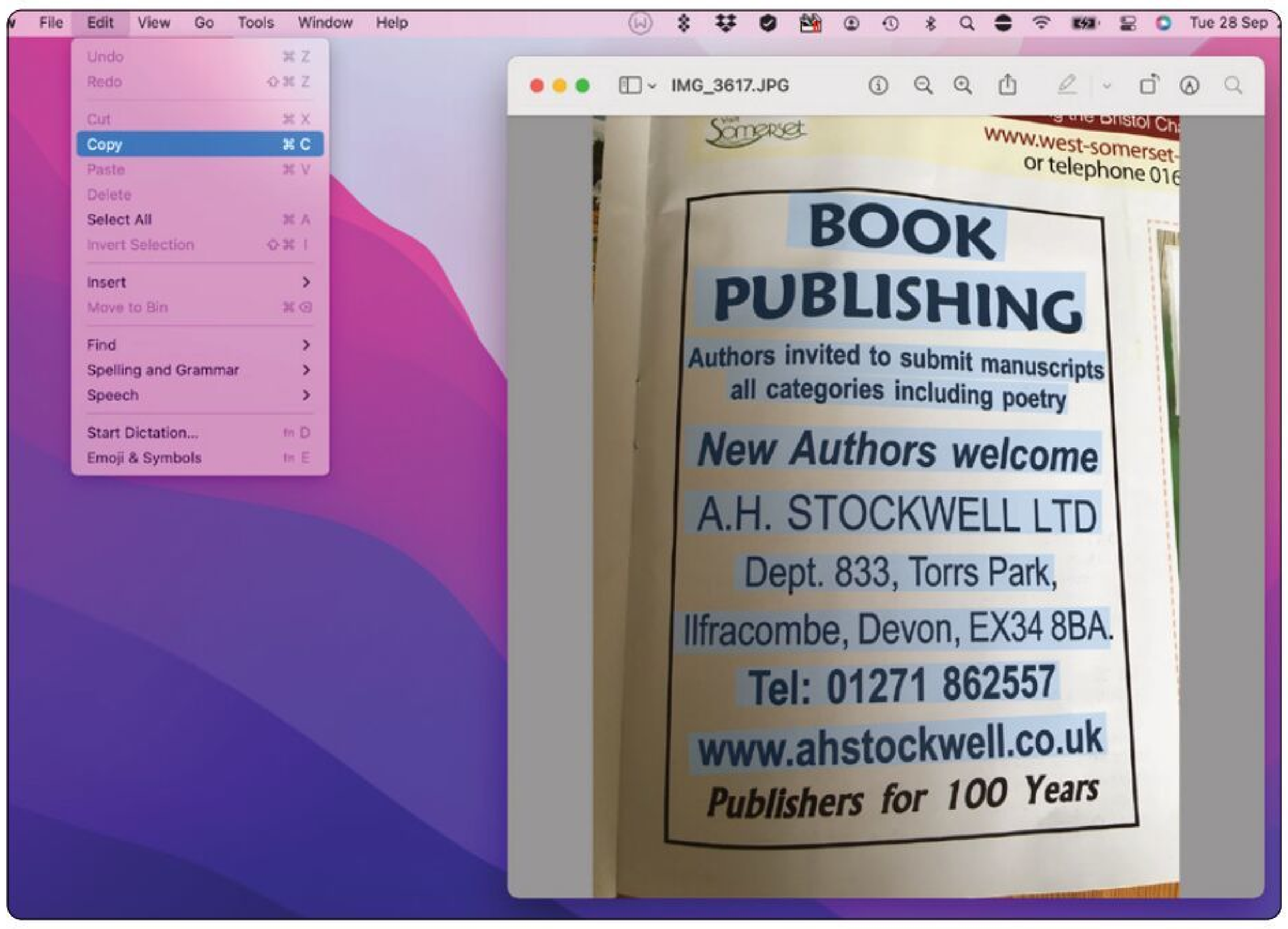

Window
Help
Sun 3 Oct 12:12 pm
Newton Abbot — Devon
What can I help you with?
MILE END
BROADLANDS
ABBOTSBURY
Costa Coffee
Coffee Couture
Costa Coffee
Coffee to Go
The Coffee Co
Indulgence

# Live Text
# Pics to Words

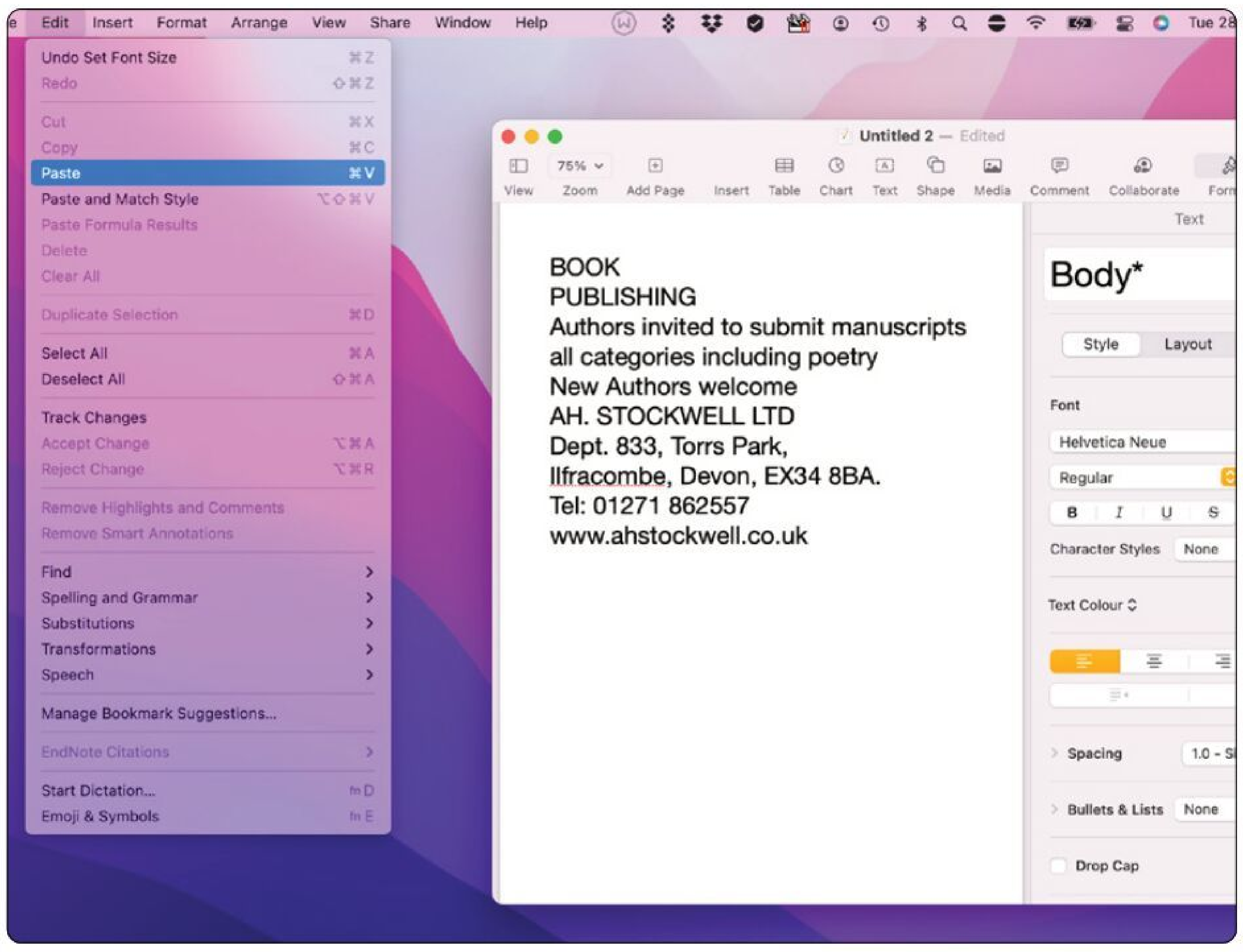
Live Text lets you take writing and numbers from photographs or using your Mac's webcam, and convert it into editable text. You can, for example, photograph a phone number and paste it into your Contacts application. It's a great new feature that's new to the Mac with macOS Monterey.


IMG_3617.JPG
BOOK
PUBLISHING
Authors invited to submit manuscripts
all categories including poetry
New Authors welcome
A.H. STOCKWELL LTD
Dept. 833, Torrs Park,
Ilfracombe, Devon, EX34 8BA.
Tel: 01271 862557
www.ahstockwell.co.uk
Publishers for 100 Years

**1** First of all, open a photo containing the text you wish to copy. Here we've opened the photograph in the Preview app, but you can use Photos instead if you like. Click and drag to select the text you wish to copy and paste.

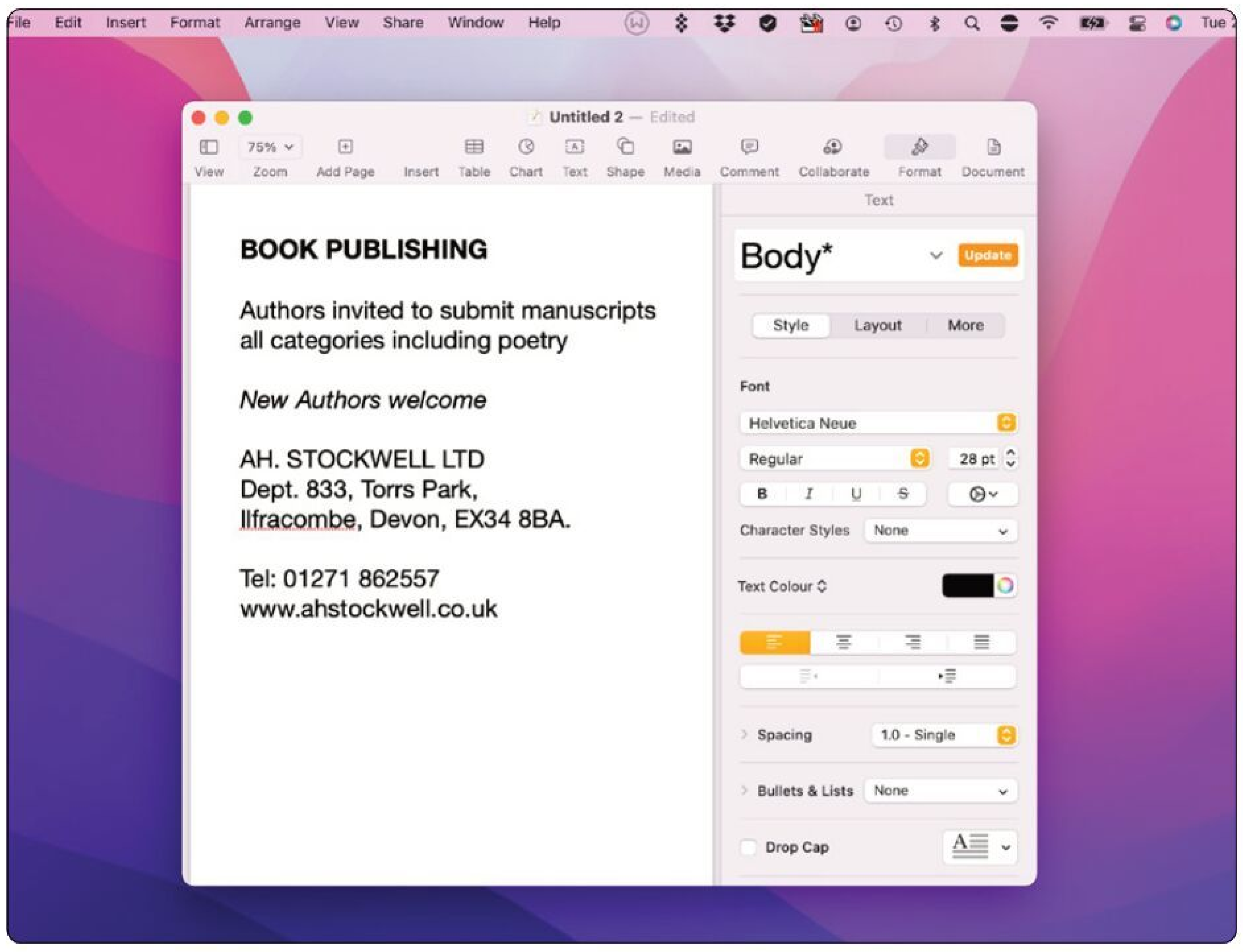

Undo
Redo
Cut
Copy
Paste
Delete
Select All
Invert Selection
Insert
Move to Bin
Find
Spelling and Grammar
Speech
Start Dictation...
Emoji & Symbols
IMG_3617.JPG

**2** To copy the text from the photo, type cmd-C on the keyboard or in the Edit menu in whichever app you're using, choose the Copy option. Again, this works in the Photos app as well as Previews. The text is saved to your clipboard.


Undo Set Font Size
Redo
Cut
Copy
Paste
Paste and Match Style
Paste Formula Results
Delete
Clear All
Duplicate Selection
Select All
Deselect All
Track Changes
Accept Change
Reject Change
Remove Highlights and Comments
Remove Smart Annotations
Find
Spelling and Grammar
Substitutions
Transformations
Speech
Manage Bookmark Suggestions...
EndNote Citations
Start Dictation...
Emoji & Symbols
Untitled 2 — Edited
Body*
Style
Layout
Font
Helvetica Neue
Regular
Character Styles
None
Text Colour
Spacing
Bullets & Lists
Drop Cap

BOOK
PUBLISHING
Authors invited to submit manuscripts
all categories including poetry
New Authors welcome
AH. STOCKWELL LTD
Dept. 833, Torrs Park,
Ilfracombe, Devon, EX34 8BA.
Tel: 01271 862557
www.ahstockwell.co.uk

**3** Now open an app into which you can paste the text. Here we're using Pages, but you could as easily paste it into an email in Mail, a note in Notes, a TextEdit document and more. To paste, type cmd-V or use the Paste option in the Edit menu.


Untitled 2 — Edited
Body*
Update
Style
Layout
More
Font
Helvetica Neue
Regular
28 pt
Character Styles
None
Text Colour
Spacing
1.0 - Single
Bullets & Lists
None
Drop Cap

**BOOK PUBLISHING**

Authors invited to submit manuscripts
all categories including poetry

*New Authors welcome*

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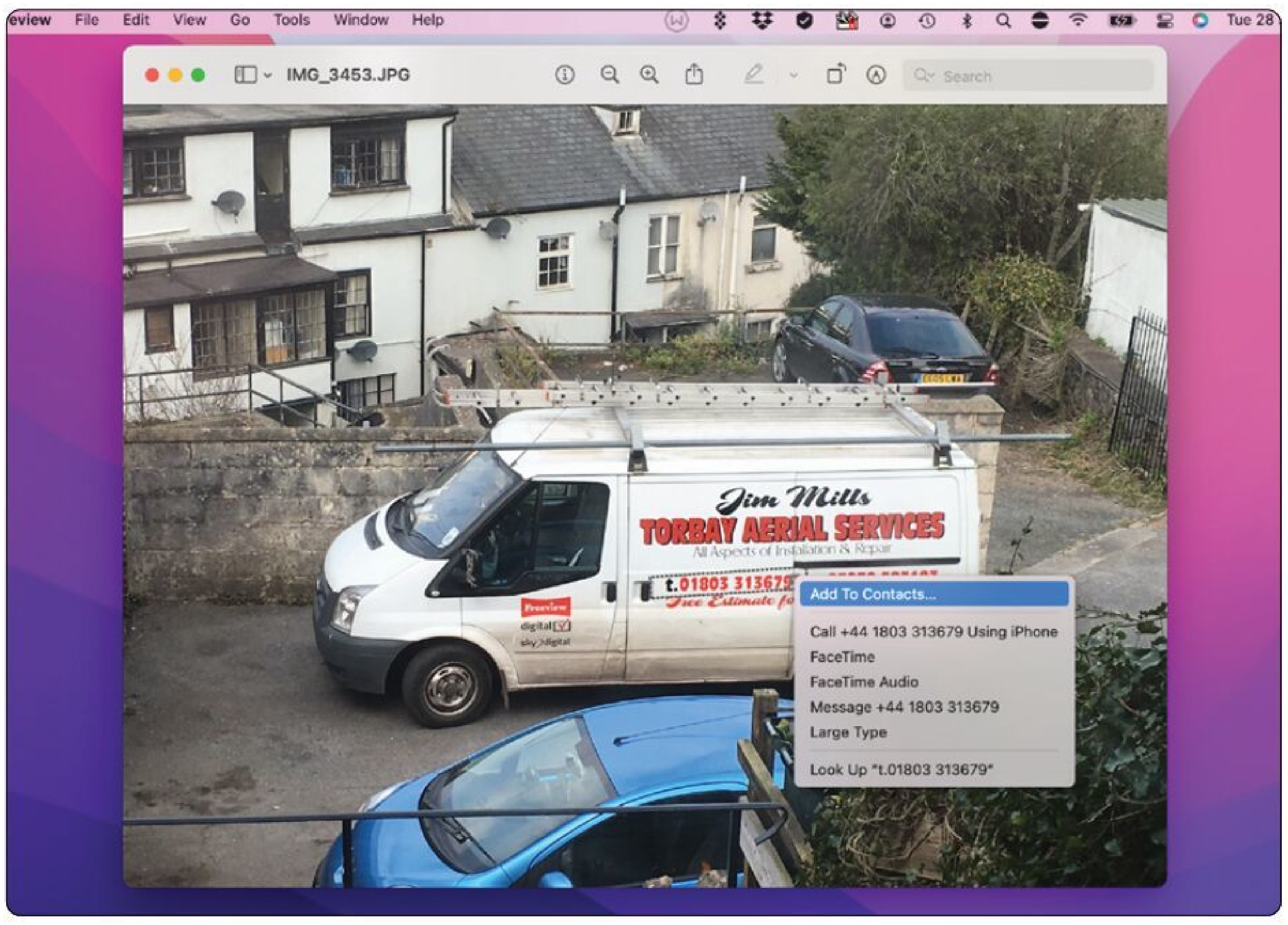
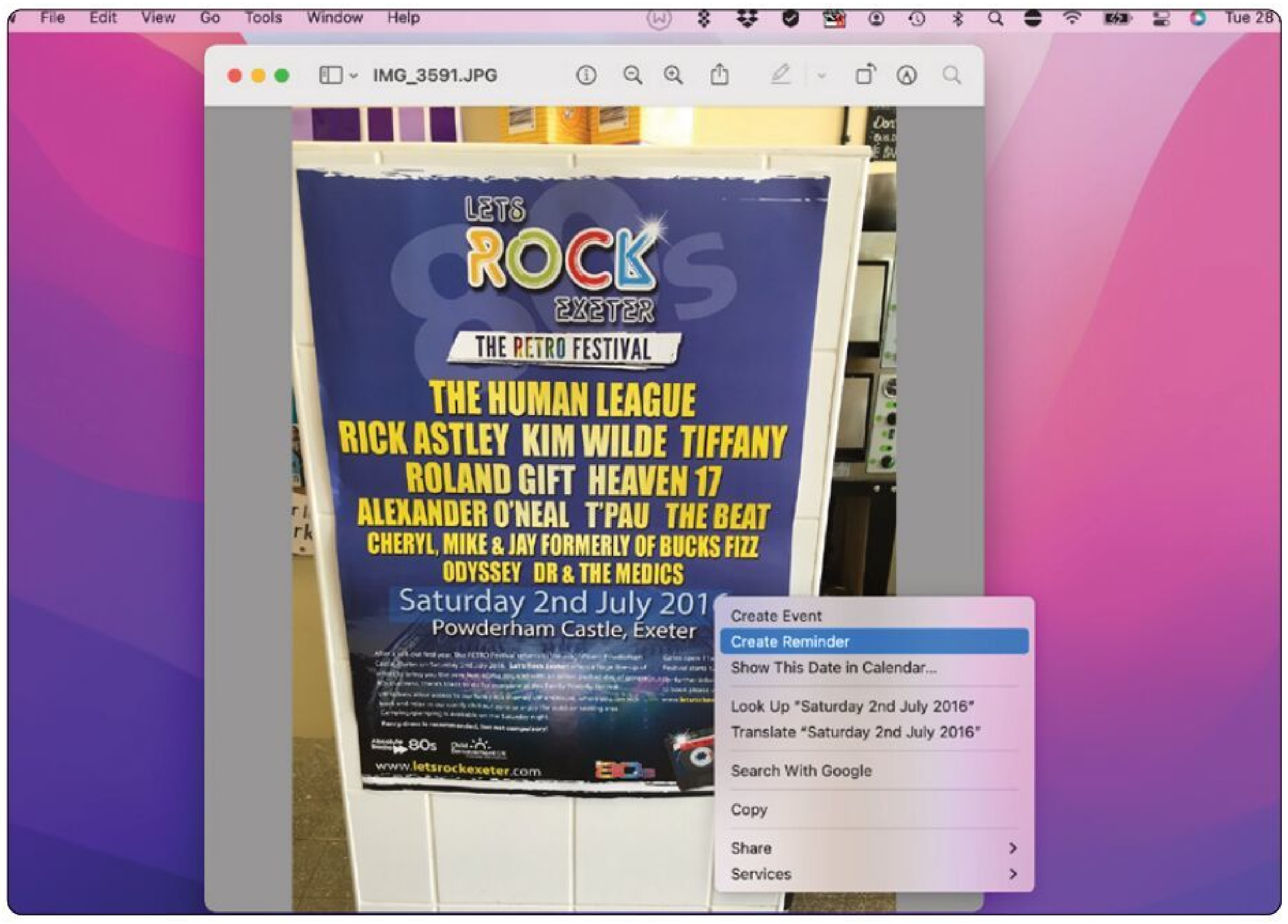
Ilfracombe, Devon, EX34 8BA.

Tel: 01271 862557
www.ahstockwell.co.uk

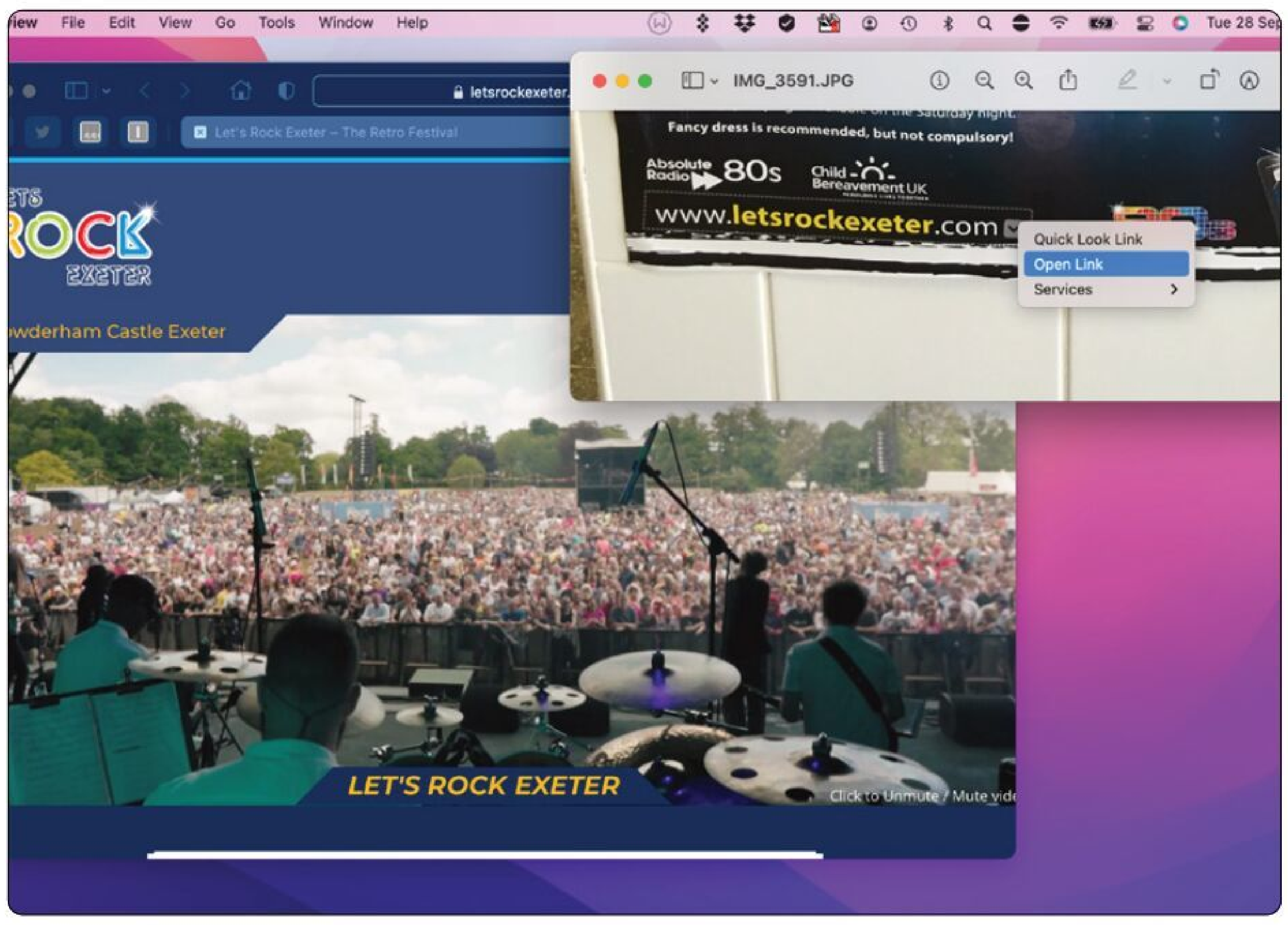
**4** When you've pasted the text into an editable document like those listed in the previous step, you can edit and reformat them at will. Sometimes a little formatting is necessary due to misplaced returns or misreads on the text.


IMG_3453.JPG
Jim Mills
TORBAY AERIAL SERVICES
Add To Contacts…
Call +44 1803 313679 Using iPhone
FaceTime
FaceTime Audio
Message +44 1803 313679
Large Type
Look Up "t.01803 313679"

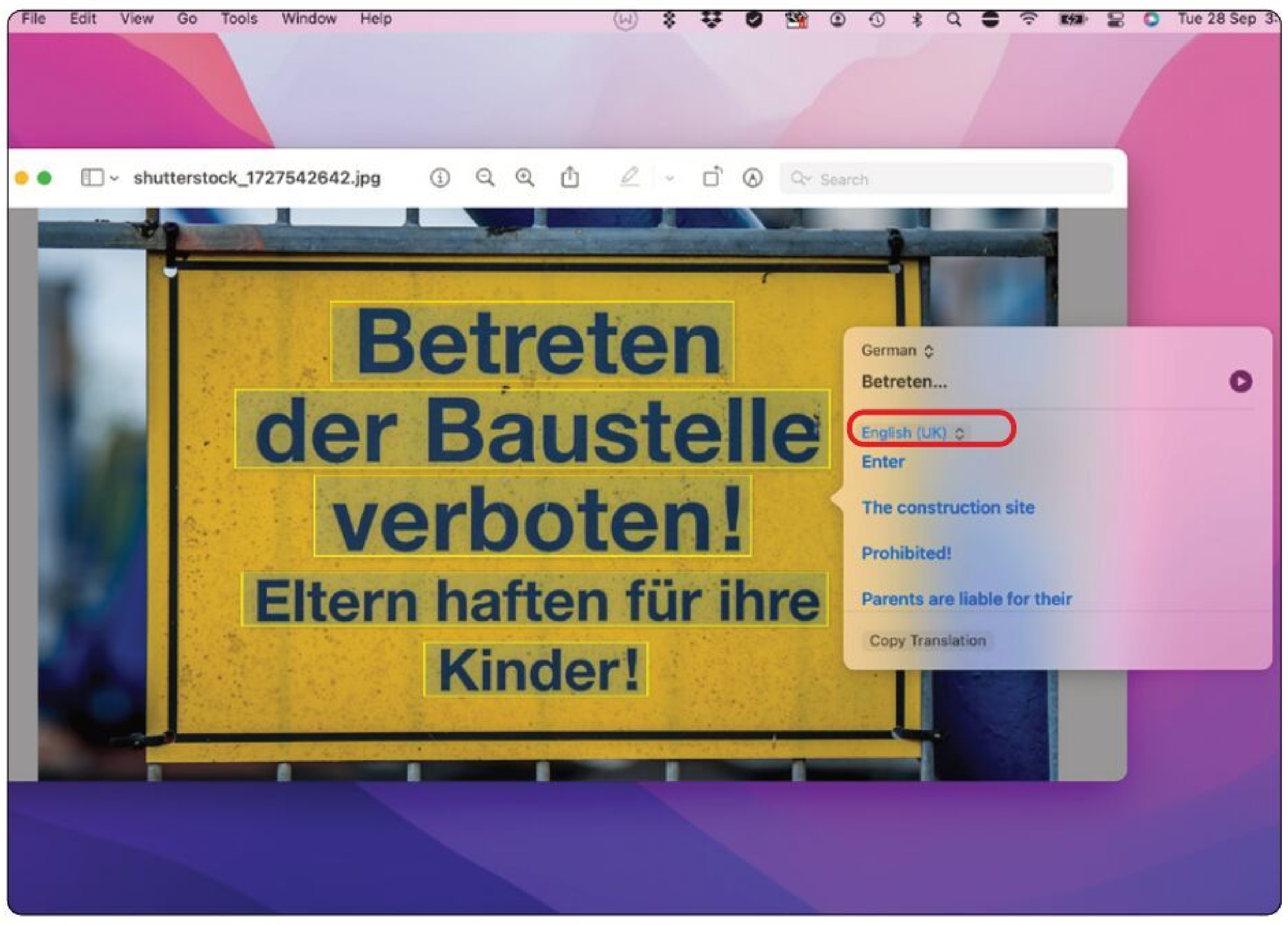
**5** If you click on a phone number that's contained within a photograph, a chevron appears beside it. Click this for options to add that number to your Contacts app, and call or message to it using FaceTime (iPhone connection required).


IMG_3591.JPG
LET'S ROCK EXETER
THE RETRO FESTIVAL
Saturday 2nd July 2016
Powderham Castle, Exeter
Create Event
Create Reminder
Show This Date in Calendar…
Look Up "Saturday 2nd July 2016"
Translate "Saturday 2nd July 2016"
Search With Google
Copy
Share
Services

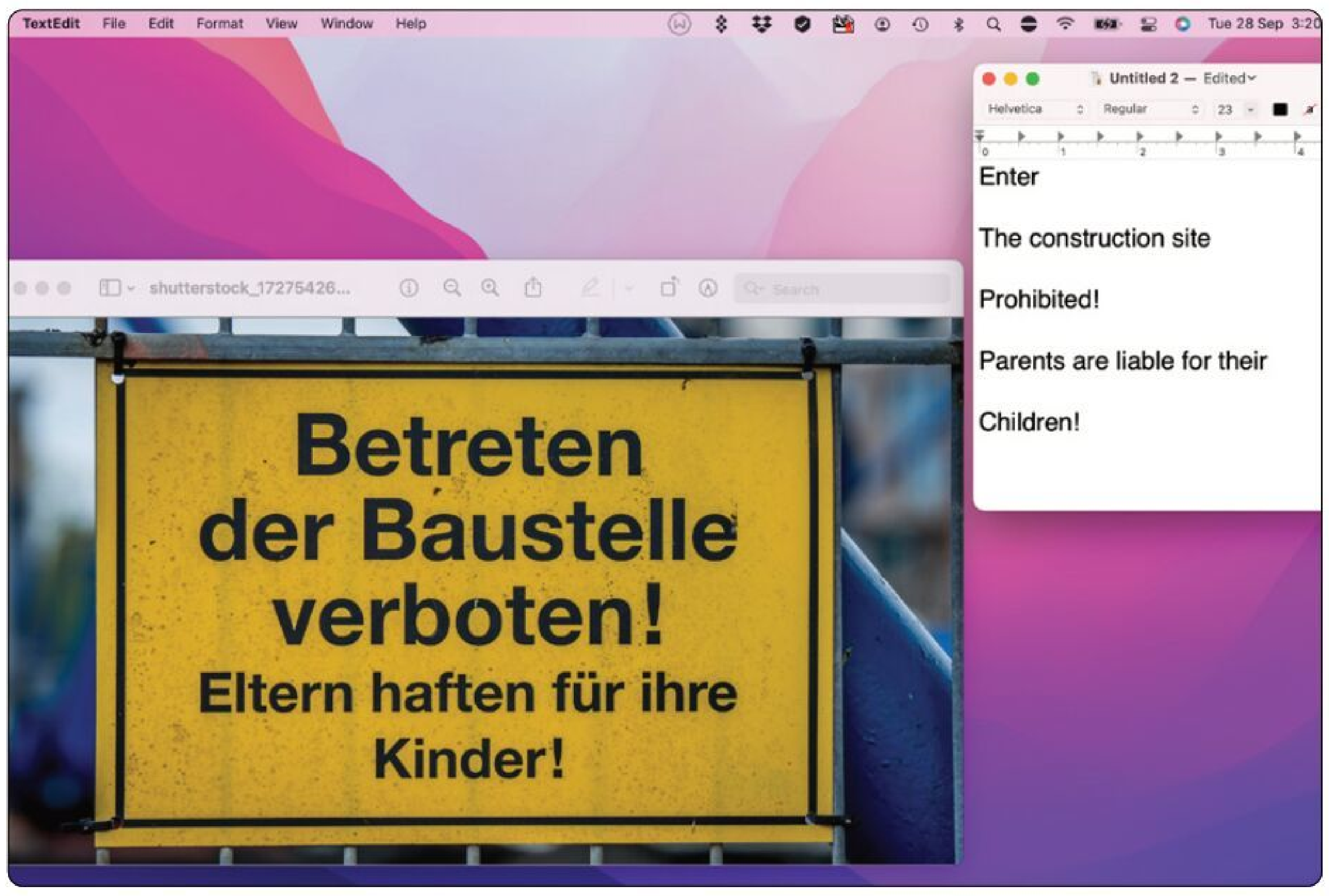
**6** If you highlight a date and then right-click or ctrl-click it, you can add it to the Calendar app as an event, or the Reminders app as a new reminder; then add alerts and choose a list for it to go in.


IMG_3591.JPG
www.letsrockexeter.com
Quick Look Link
Open Link
Services
LET'S ROCK EXETER

**7** Click on a web address (also known as a URL) in a photograph and it opens in the Safari app. Right-click on it for a menu, from which you can Quick Look the link (giving you a preview of the website), or open it in Safari.


shutterstock_1727542642.jpg
Betreten der Baustelle verboten! Eltern haften für ihre Kinder!
German
Betreten...
English (UK)
Enter
The construction site
Prohibited!
Parents are liable for their
Copy Translation

**8** You can also translate highlighted text, both into and out of your native language. Highlight the text, right or ctrl-click on it and select the Translate option. Choose which language to translate it into using the pull-down.


Untitled 2 — Edited
Betreten der Baustelle verboten! Eltern haften für ihre Kinder!

Enter

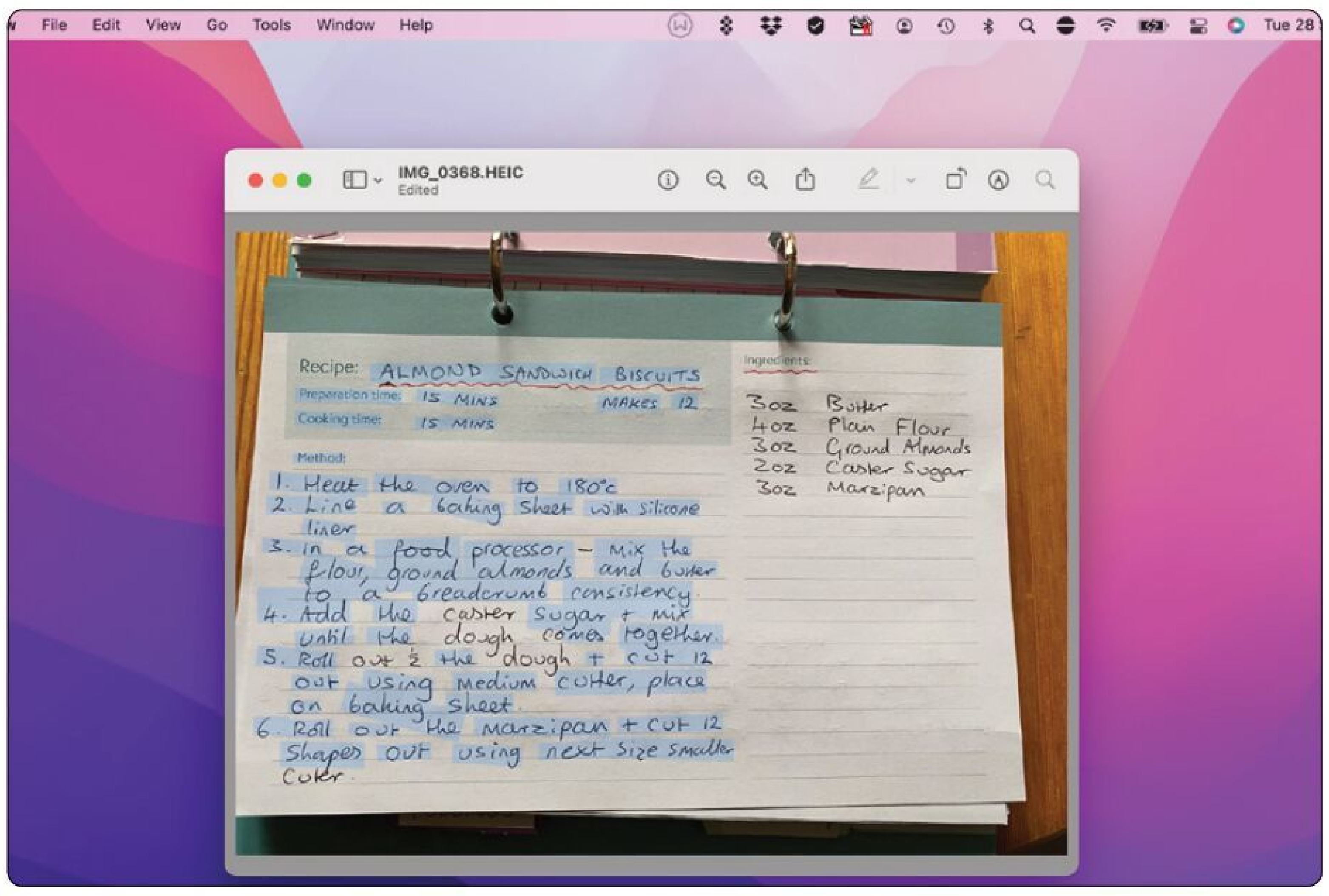
The construction site

Prohibited!

Parents are liable for their

Children!

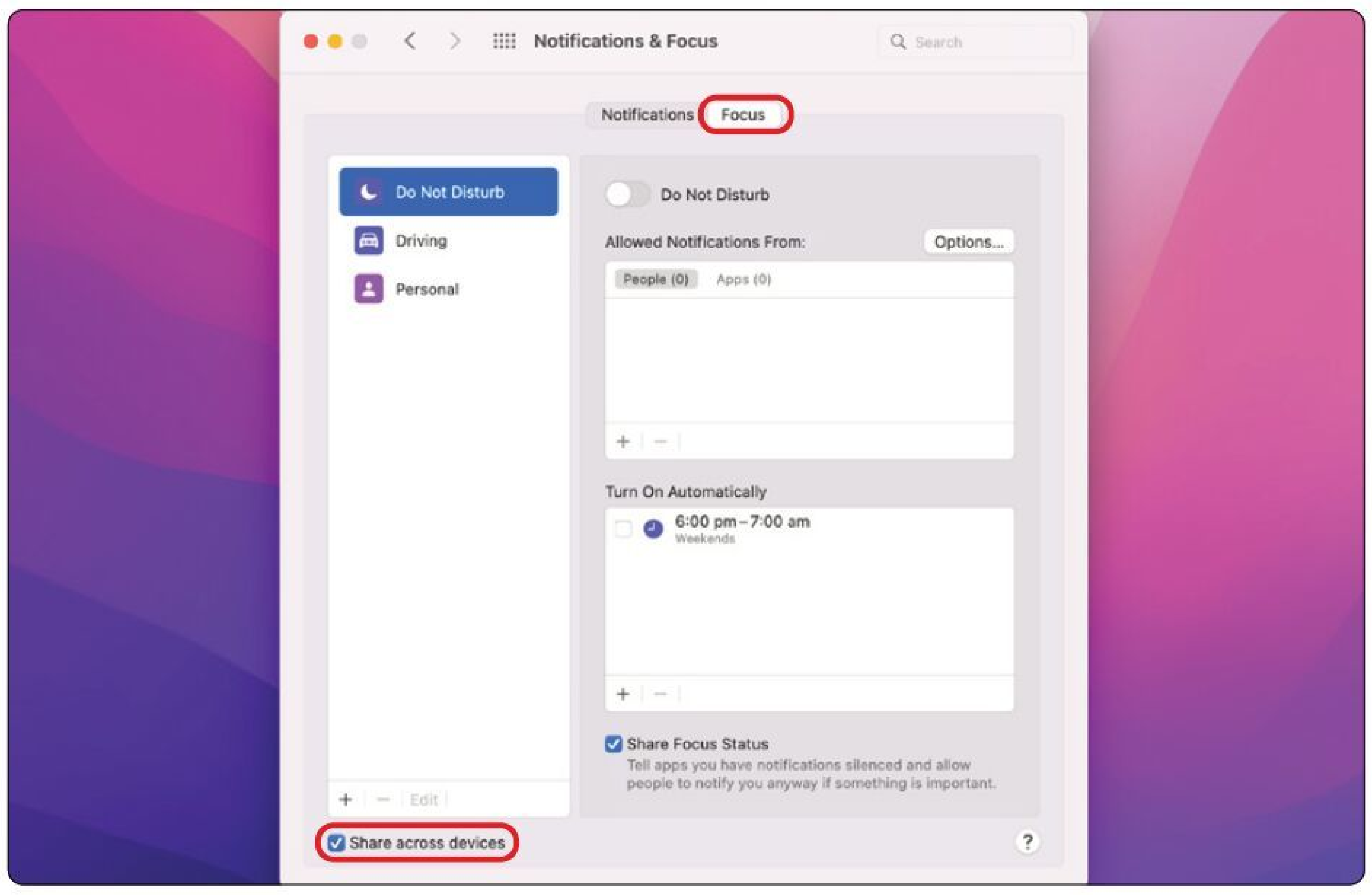
**9** Click the Copy Translation button at the foot of the pop-up window and you can copy the translation of the in-photo text and paste it as editable text into another app, where you can once more reformat and edit it at will.


IMG_0368.HEIC
Recipe: ALMOND SANDWICH BISCUITS
MAKES 12
15 MINS
15 MINS
3oz Butter
4oz Plain Flour
3oz Ground Almonds
2oz Caster Sugar
3oz Marzipan
1. Heat the oven to 180c
2. Line a baking sheet with silicone liner
3. in a food processor - mix the flour, ground almonds and butter to a breadcrumb consistency
4. Add the caster sugar + mix until the dough comes together
5. Roll out ½ the dough + cut 12 out using medium cutter, place on baking sheet
6. Roll out the marzipan + cut 12 shapes out using next size smaller cutter

**10** You can copy and paste text in Live Text regardless of what font it's written in, and you can even take a photo of handwriting and turn it into editable text. Again, though, you might have to make edits and corrections after pasting.

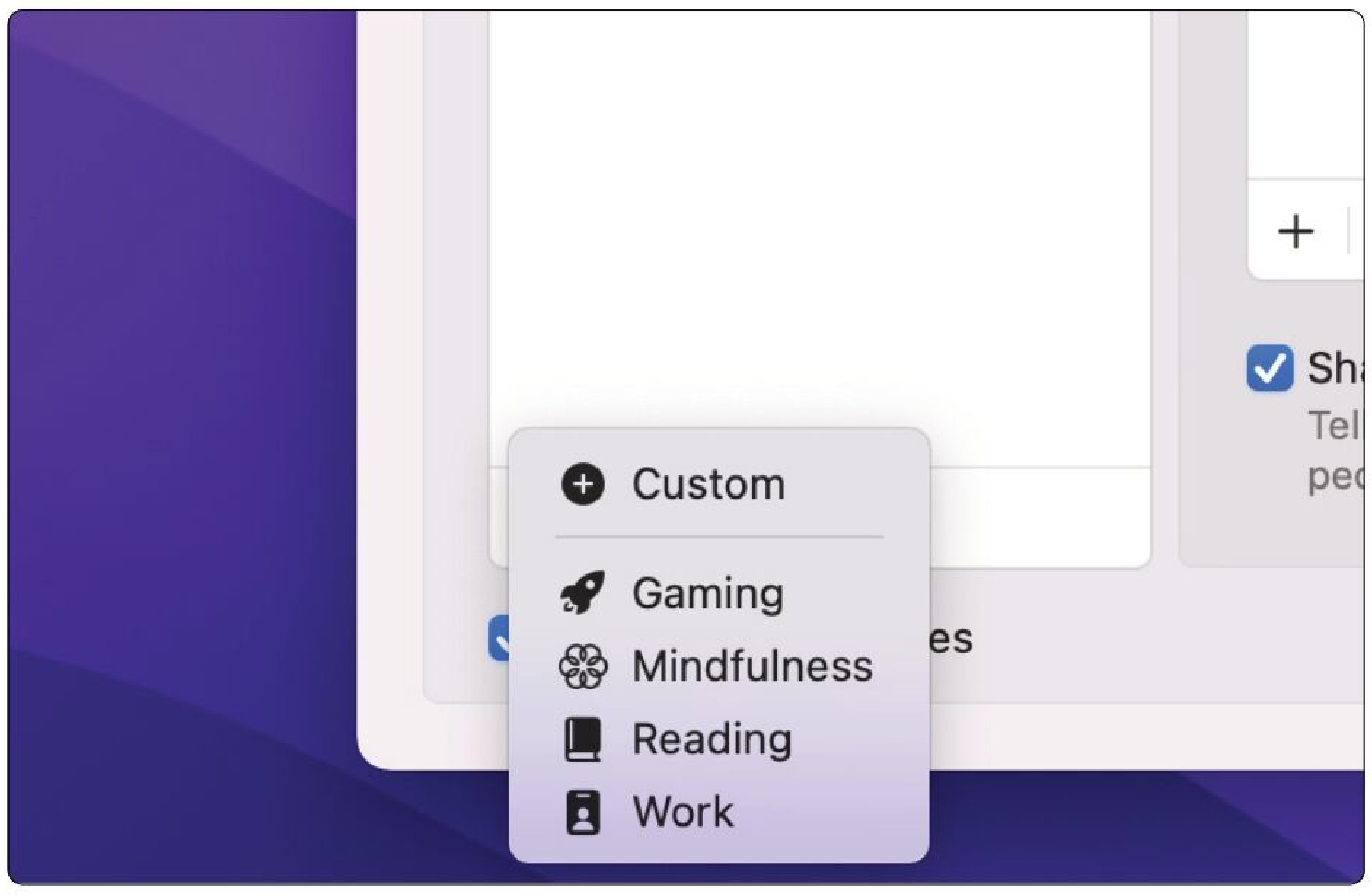
# Focus
# Reduce Distractions

Focus takes Do Not Disturb to the next level, with customisable categories that let you concentrate on what's important at the time. For example, a Work focus can block social media and leisure apps, but let through things that might be relevant to your job. You can set up multiple categories, or 'focuses', and choose to have them activate automatically if you wish.

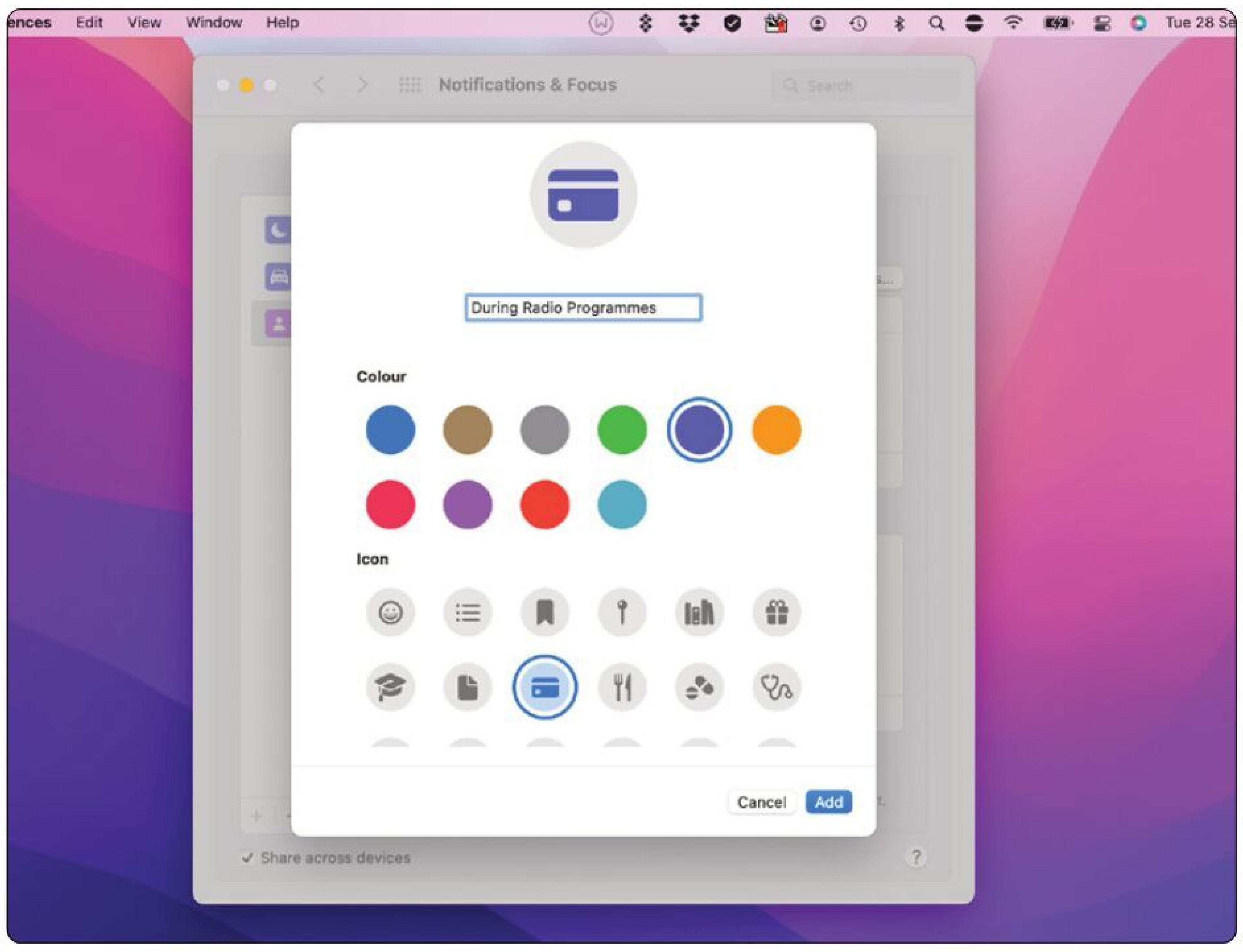

Notifications & Focus
Search
Notifications
Focus
Do Not Disturb
Driving
Personal
Do Not Disturb
Allowed Notifications From:
Options...
People (0)
Apps (0)
Turn On Automatically
6:00 pm – 7:00 am
Weekends
Share Focus Status
Edit
Share across devices

Tell apps you have notifications silenced and allow people to notify you anyway if something is important.

**1** Go to System Preferences > Notifications & Focus and click the Focus tab. Some categories are already offered, namely Do Not Disturb, Driving and Personal. Turn on Share Across Devices to sync your settings across your Apple gear.

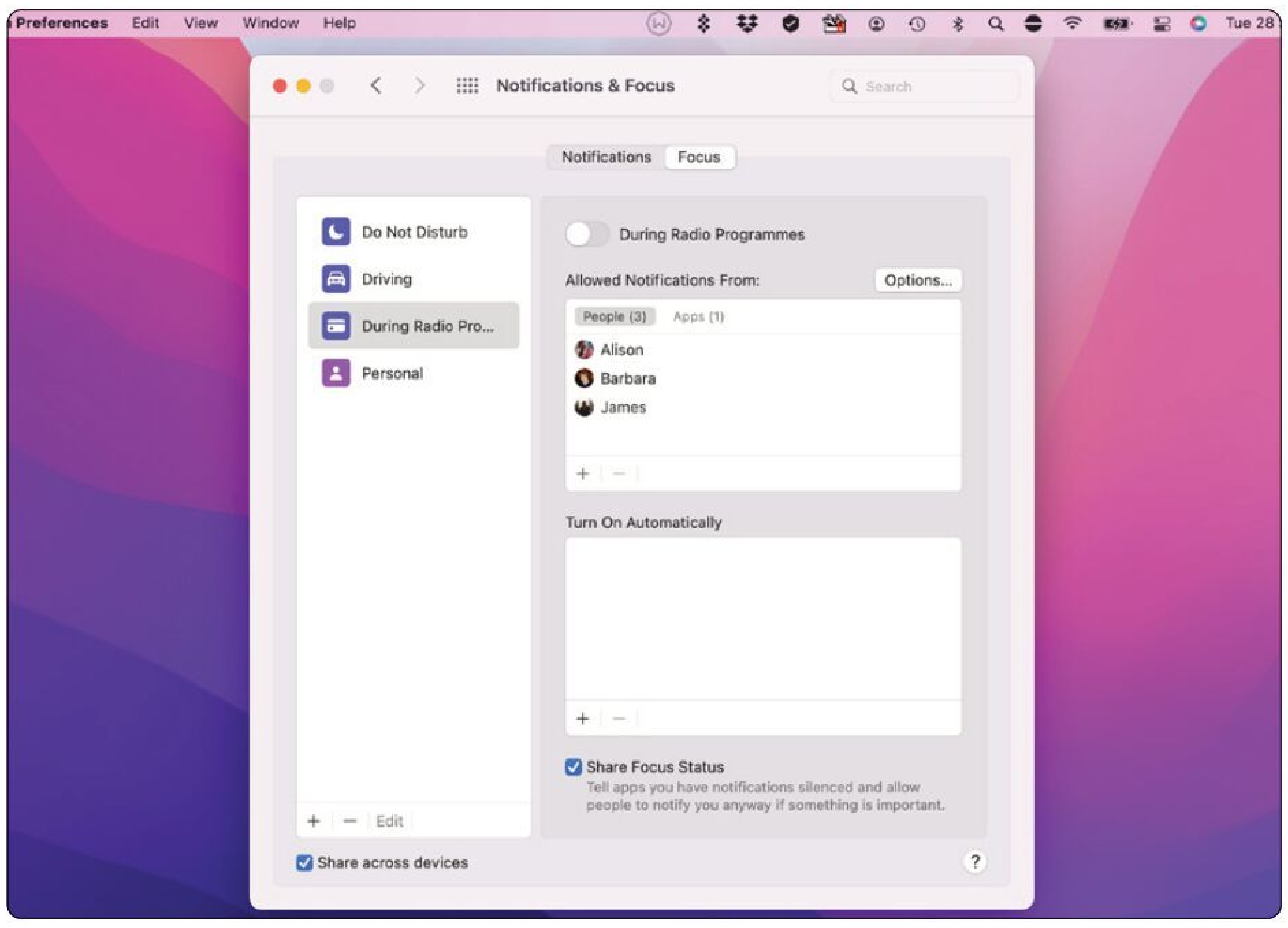

Custom
Gaming
Mindfulness
Reading
Work

**2** Tap the + icon in the bottom-left to choose a new focus. You can choose one for when you're Gaming, for Mindfulness, for when Reading or for when Working. If none of these are a fit, choose a Custom focus and call it whatever you like.


Notifications & Focus
Colour
Icon
Cancel
Add
Share across devices

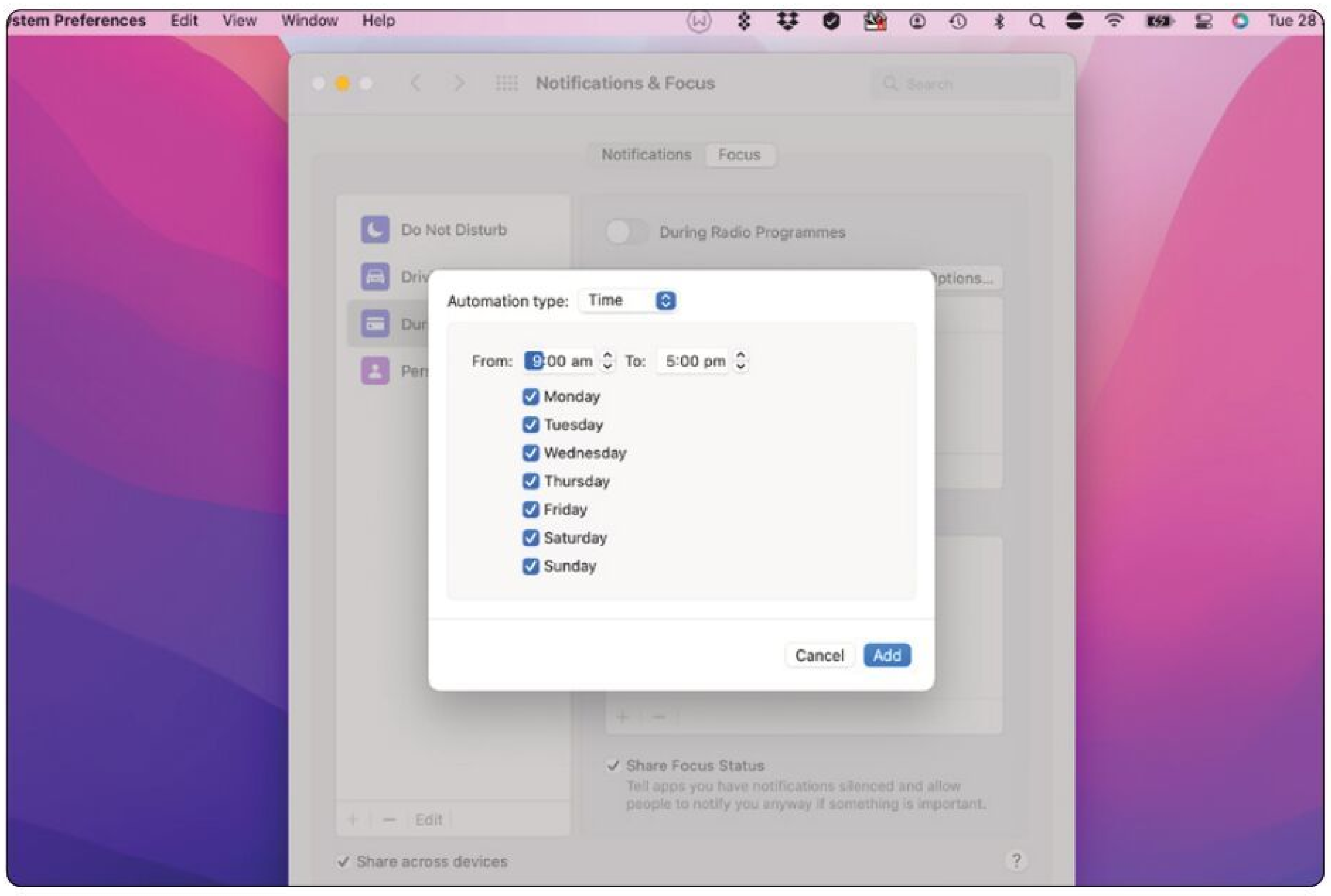
During Radio Programmes

**3** If you're making a Custom focus, the first thing you must do is give it a name, choose an icon from the range on offer (scroll up for more) and choose a colour for that icon. It's simple enough to do. When you've finished, press Add.


Preferences
Edit
View
Window
Help
Tue 28
Notifications & Focus
Search
Notifications
Focus
Do Not Disturb
Driving
During Radio Pro...
Personal
During Radio Programmes
Allowed Notifications From:
Options...
People (3)
Apps (1)
Alison
Barbara
James
Turn On Automatically
Share Focus Status
Edit
Share across devices

Tell apps you have notifications silenced and allow people to notify you anyway if something is important.

**4** Under 'Allowed Notifications From:', click People then the + sign, and add the names of people you would like to get through even when this focus is active. Then click Apps, and do the same for applications you wish to let through when the focus is active.

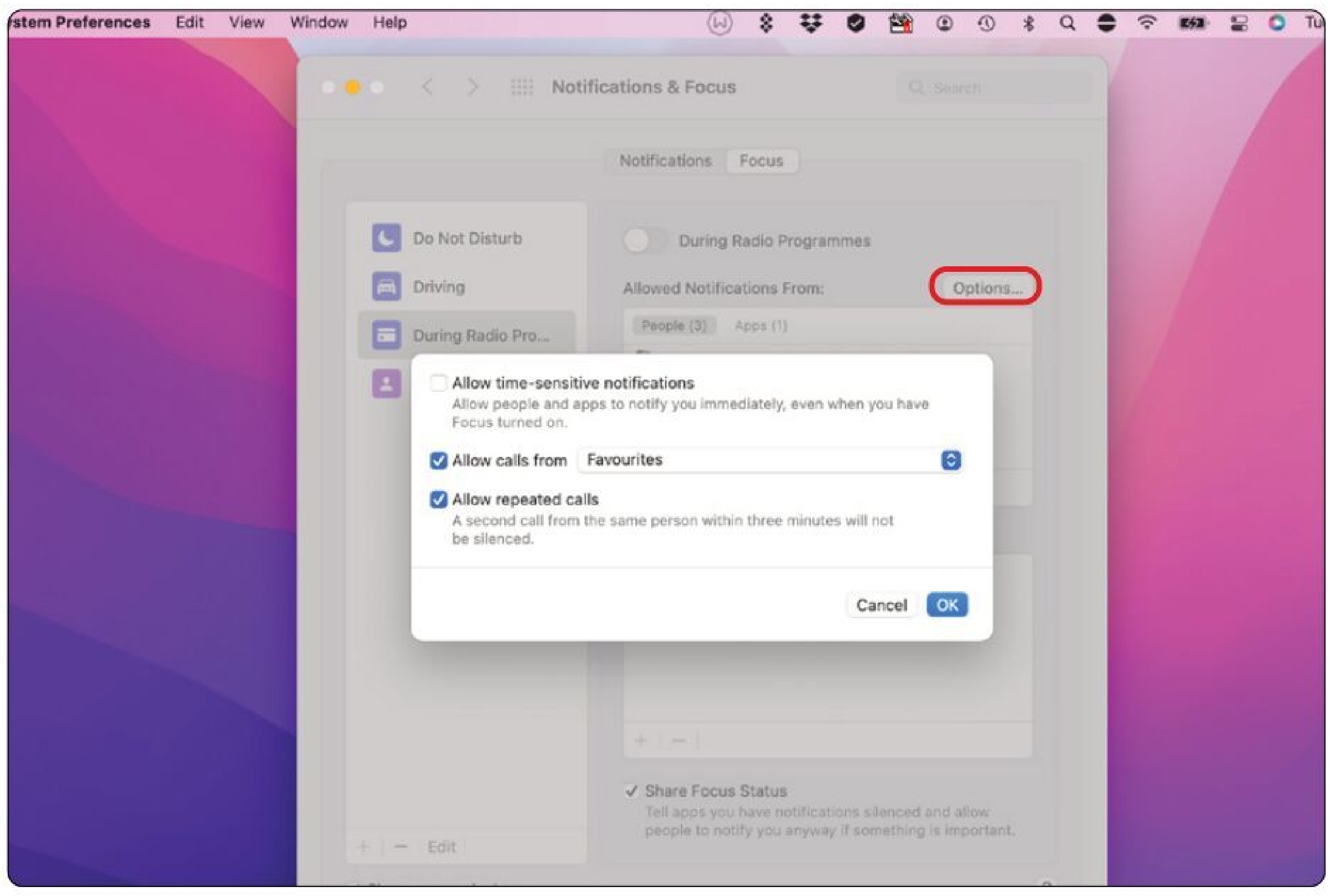

System Preferences Edit View Window Help
Notifications & Focus
Notifications Focus
Do Not Disturb
During Radio Programmes
Options...
Share Focus Status
Share across devices
Cancel Add

Automation type: Time

From: 9:00 am To: 5:00 pm

☑ Monday
☑ Tuesday
☑ Wednesday
☑ Thursday
☑ Friday
☑ Saturday
☑ Sunday

**5** Under 'Turn On Automatically' at the bottom of the window, you can set up automations based on time, location or apps. That is, you can set the focus to turn on at a certain time, at a certain location or when you're using a certain app. Just the thing if you use Focus on a regular basis.

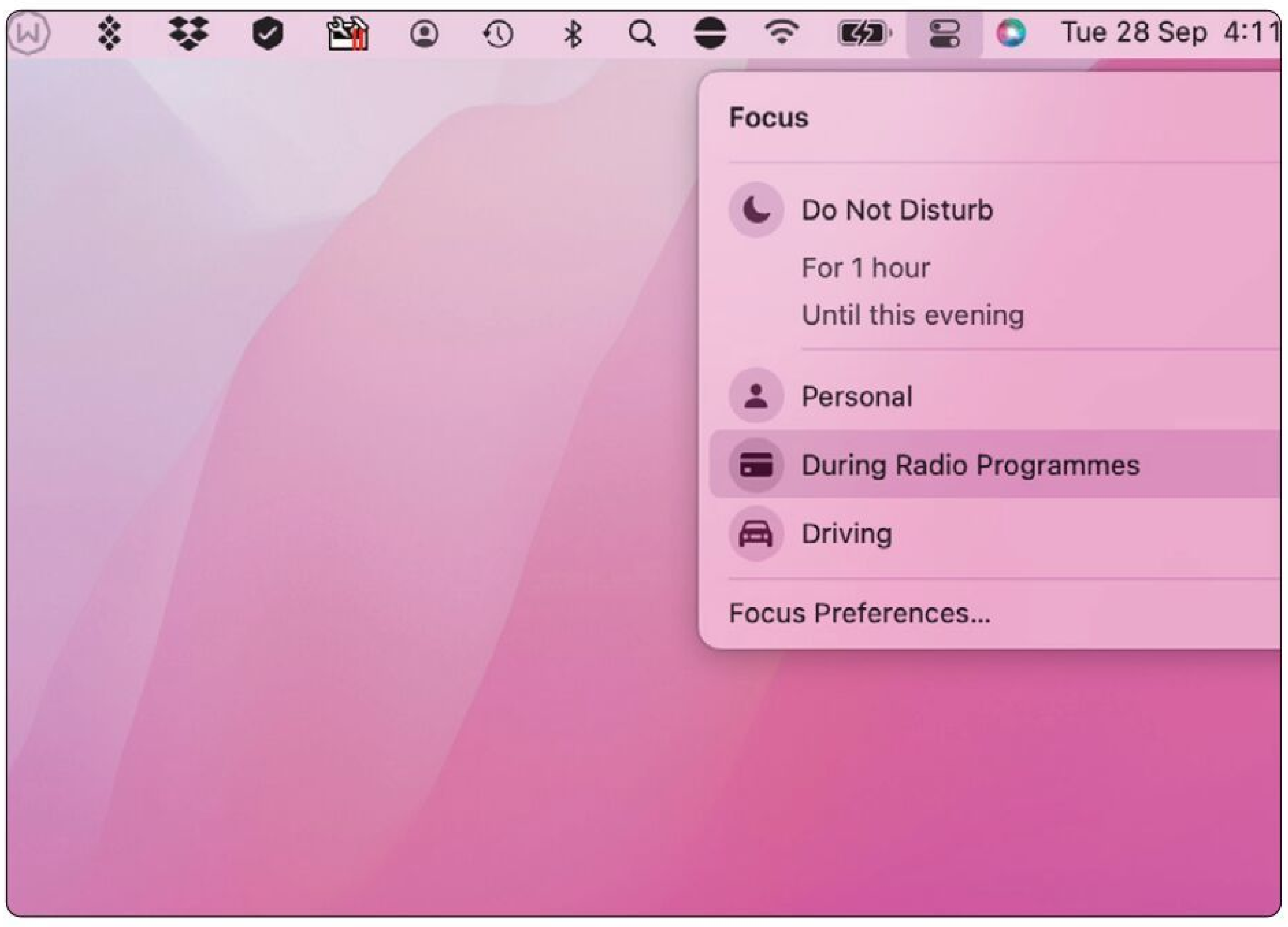

System Preferences Edit View Window Help
Notifications & Focus
Notifications Focus
Do Not Disturb
Driving
During Radio Pro...
During Radio Programmes
Allowed Notifications From:
Options...
People (3) Apps (1)
Share Focus Status
Cancel OK

☐ Allow time-sensitive notifications
Allow people and apps to notify you immediately, even when you have Focus turned on.

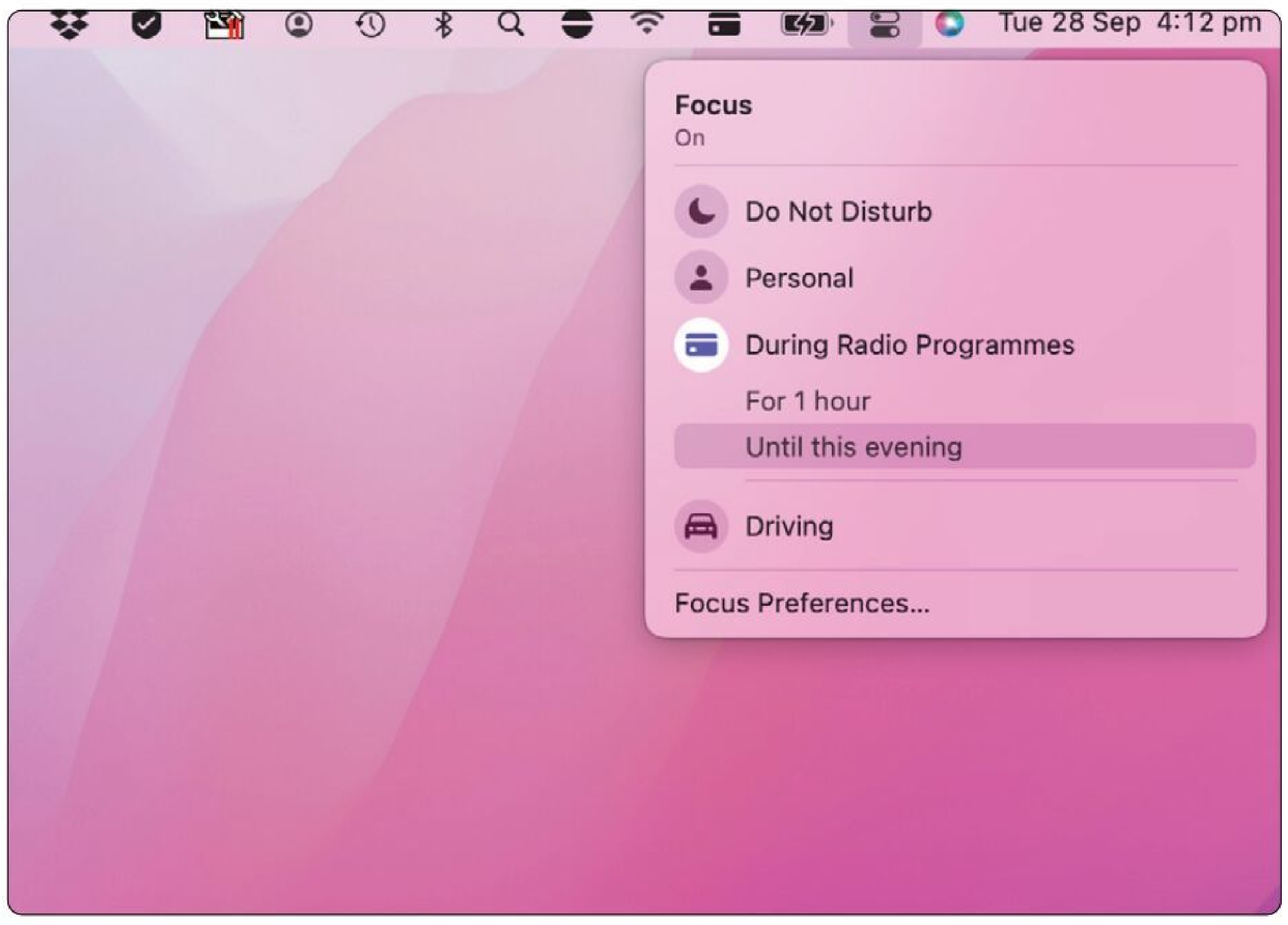
☑ Allow calls from Favourites

☑ Allow repeated calls
A second call from the same person within three minutes will not be silenced.

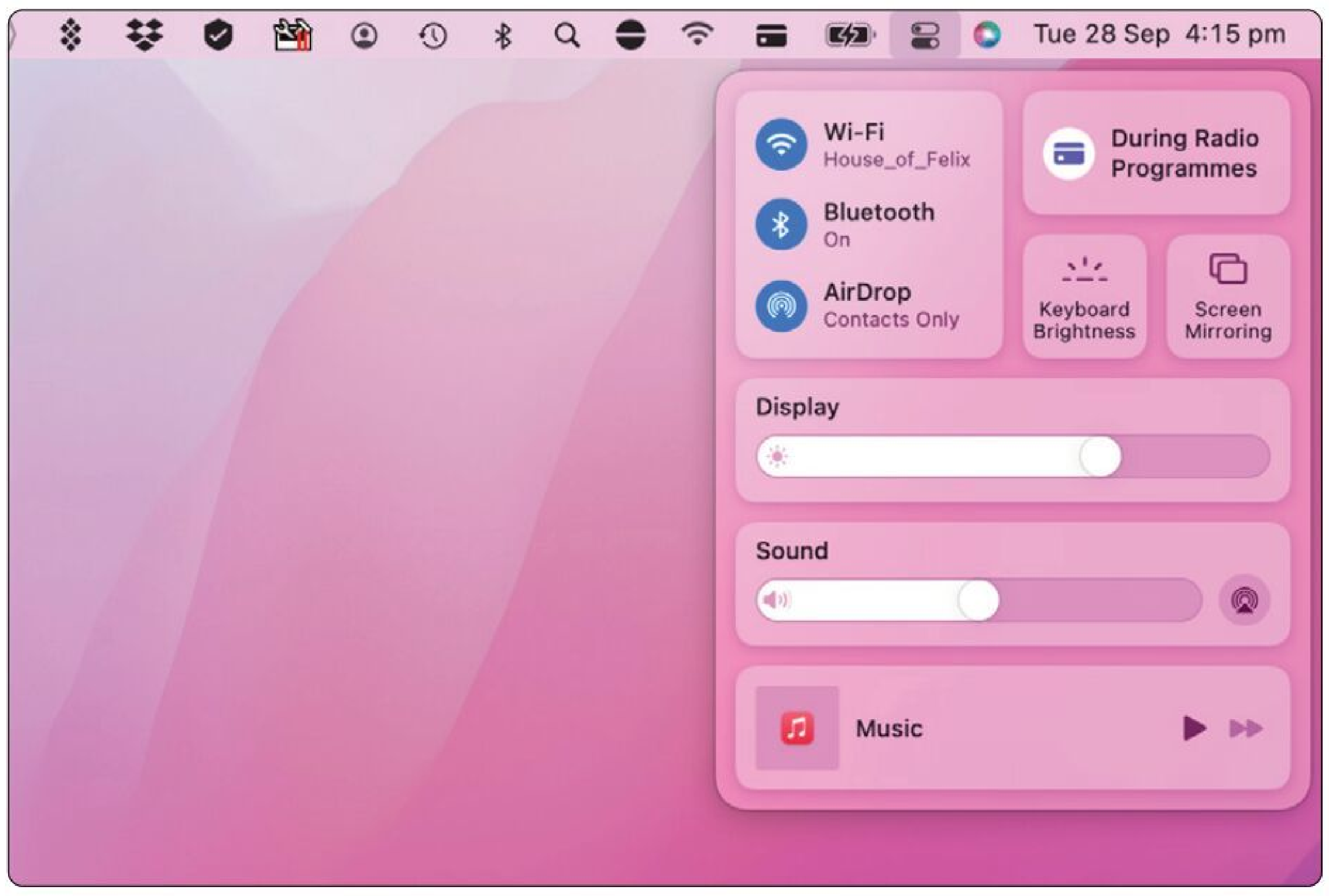
**6** The Options button brings up a window with several available customisations. You can allow time-sensitive notifications to get through when the focus is active, allow calls from a select Contacts group or allow a second call within a couple of minutes to get through.


Tue 28 Sep 4:11
Focus
Do Not Disturb
For 1 hour
Until this evening
Personal
During Radio Programmes
Driving
Focus Preferences...

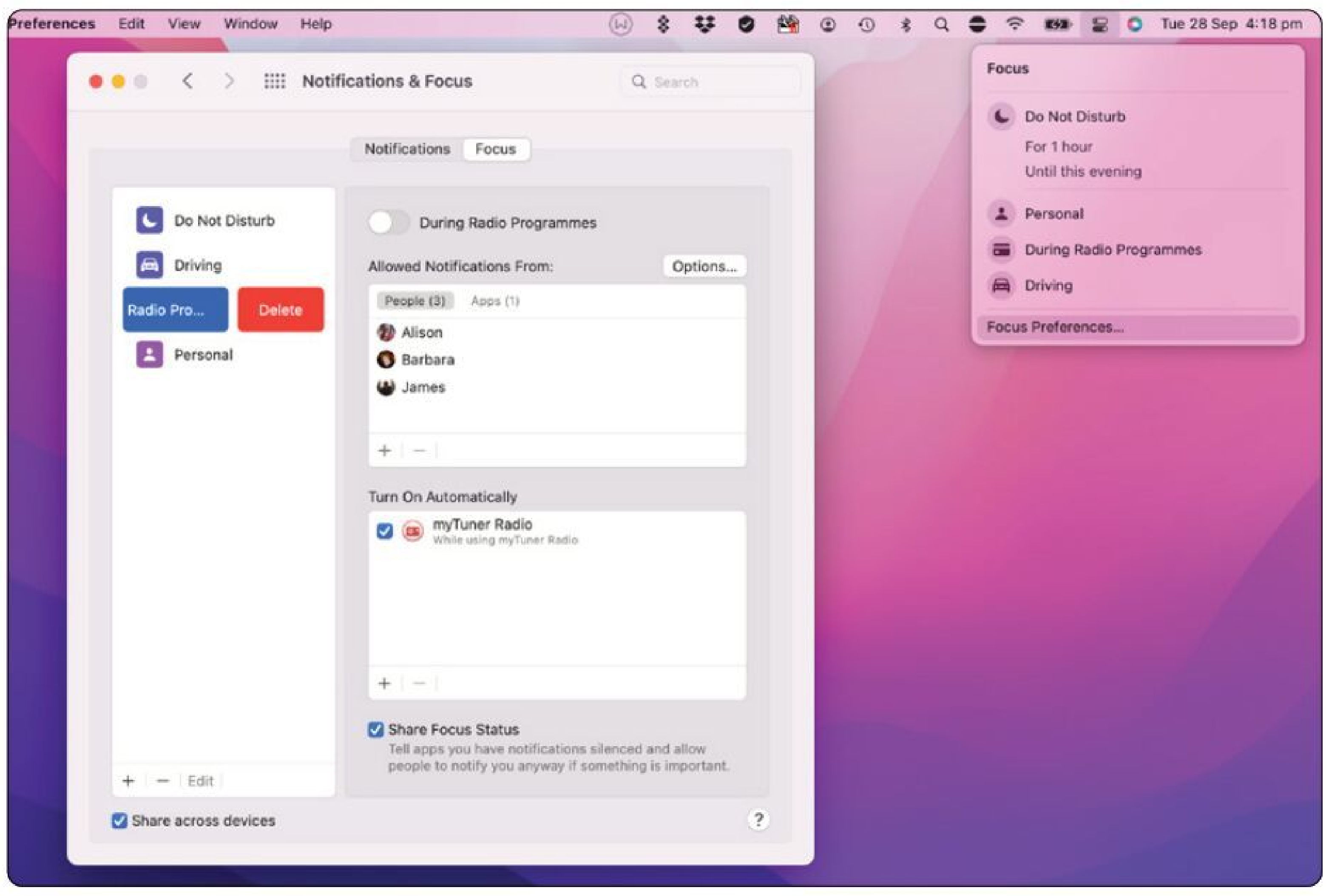
**7** To manually activate a focus when you've set it up, click the Control Centre icon in the menu bar at the top of the screen, and on the Control Centre window, click Focus. You can now click on the focus you wish to activate in the list.


Tue 28 Sep 4:12 pm
Focus
On
Do Not Disturb
Personal
During Radio Programmes
For 1 hour
Until this evening
Driving
Focus Preferences...

**8** Now decide whether you want it on for an hour or until that evening. Choose, and the focus is active. Incoming calls and notifications are silenced, with the exception of the ones specifically excluded when you set it up; those get through as normal.


Tue 28 Sep 4:15 pm
Wi-Fi
House_of_Felix
Bluetooth
On
AirDrop
Contacts Only
During Radio Programmes
Keyboard Brightness
Screen Mirroring
Display
Sound
Music

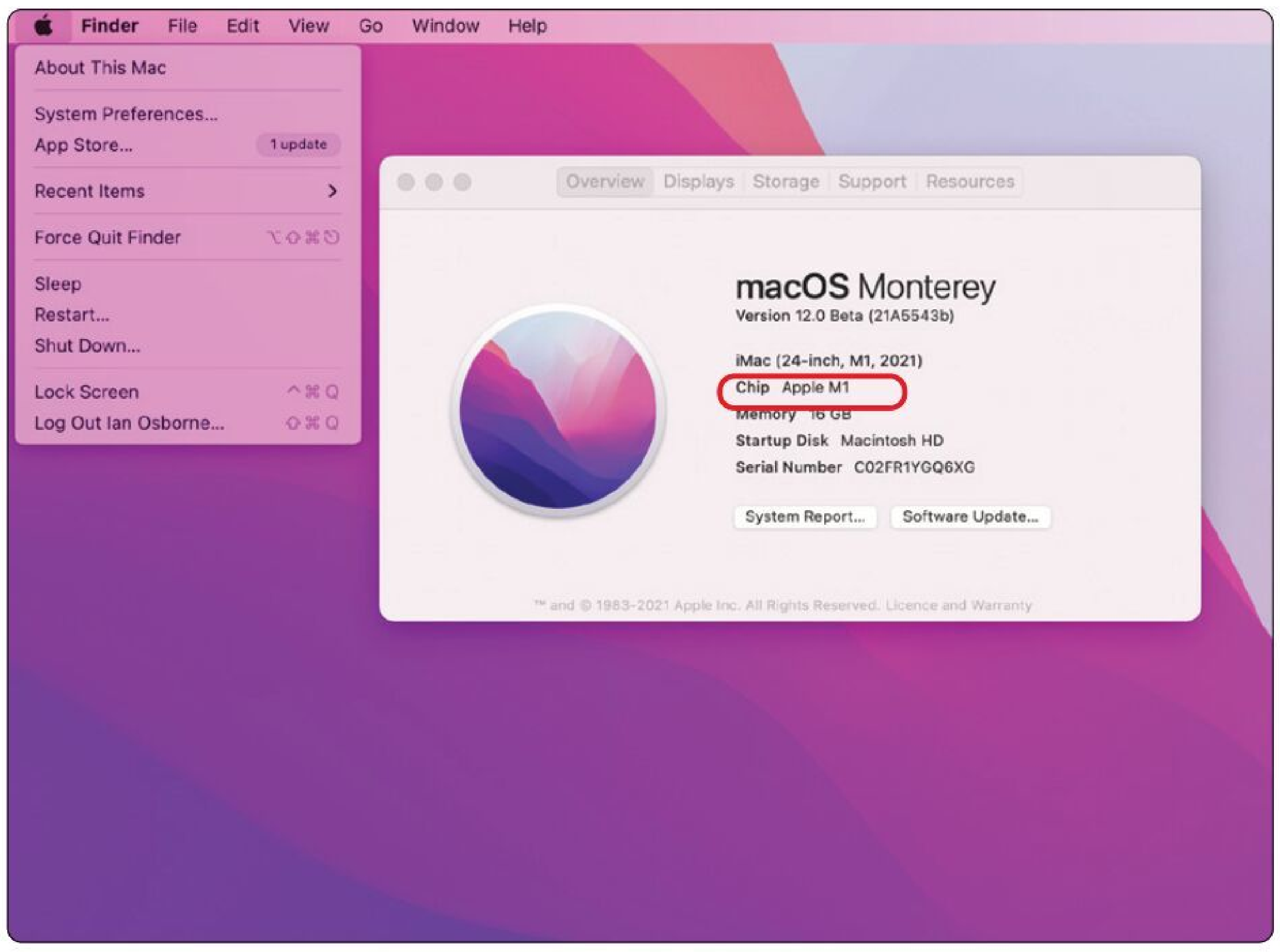
**9** To manually turn off a focus, click the Control Centre icon in the menu bar (the one that looks like two switches), and click the box showing the active focus. Then click on the active focus in the list that pops up, and it switches off again.


Preferences Edit View Window Help
Tue 28 Sep 4:18 pm
Notifications & Focus
Notifications Focus
Do Not Disturb
Driving
Radio Pro...
Delete
Personal
During Radio Programmes
Allowed Notifications From:
Options...
People (3) Apps (1)
Alison
Barbara
James
Turn On Automatically
myTuner Radio
While using myTuner Radio
Share Focus Status
Tell apps you have notifications silenced and allow people to notify you anyway if something is important.
Share across devices
Focus
Do Not Disturb
For 1 hour
Until this evening
Personal
During Radio Programmes
Driving
Focus Preferences...

**10** To edit a focus, in the Focus Preferences click on the focus you want to edit. Remove items from the windows by clicking on them and clicking the minus icon. Delete a focus by swiping it left (two-fingered swipe on a trackpad), and clicking the bin.

# iPad Apps
# On an M1 Mac

The newest Macs and the top-of-the-range iPad Pro use the same processor, an ARM-based chip from Apple Silicon rather than Intel. Other iPads currently on sale also use Apple Silicon processors, such as the A13, A14 and A15. As a result, you can use iPad apps on your Apple Silicon Mac!

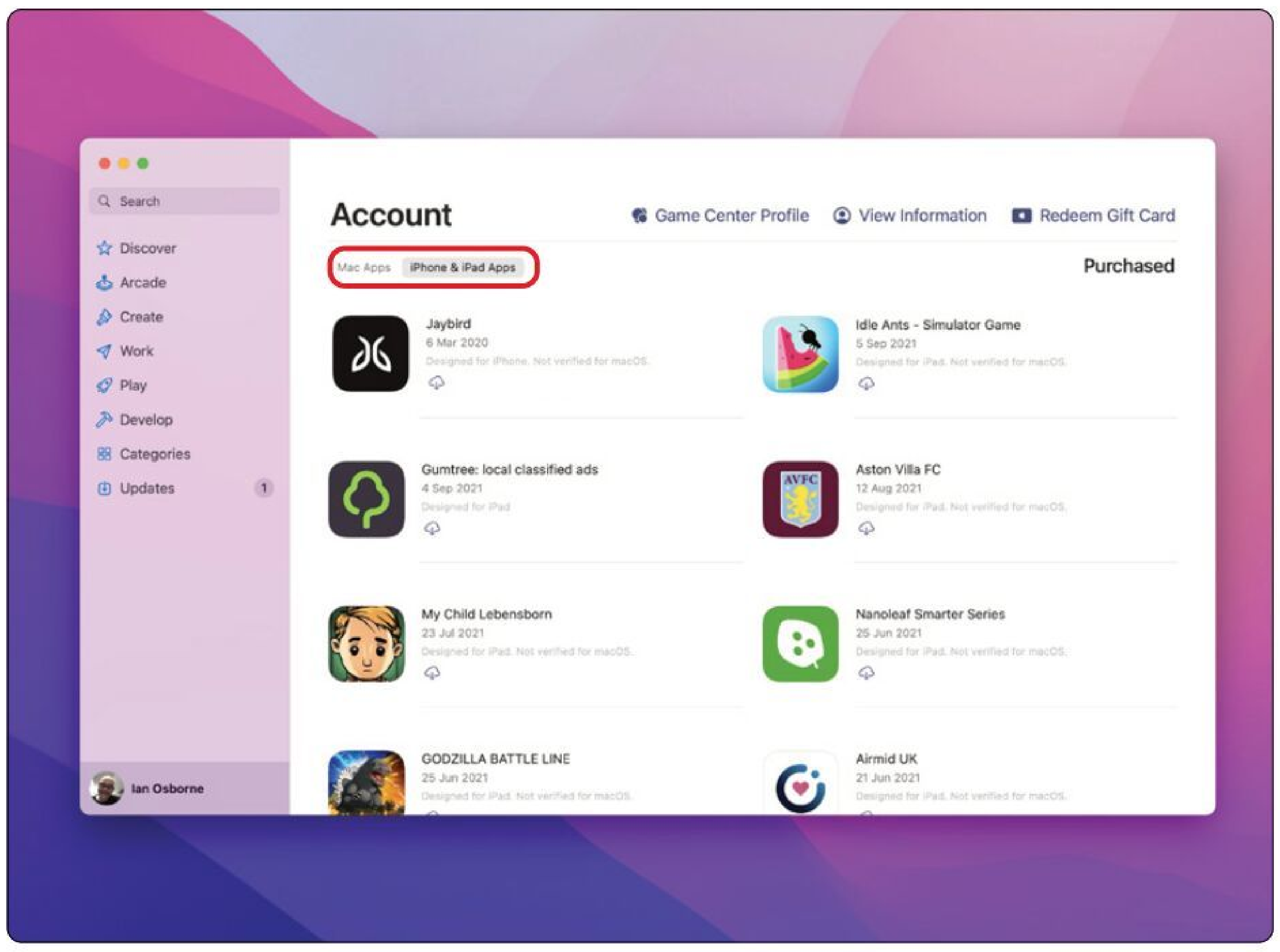

Finder
File
Edit
View
Go
Window
Help
About This Mac
System Preferences...
App Store...
1 update
Recent Items
Force Quit Finder
Sleep
Restart...
Shut Down...
Lock Screen
Log Out Ian Osborne...
Overview
Displays
Storage
Support
Resources
System Report...
Software Update...

macOS Monterey
Version 12.0 Beta (21A5543b)

iMac (24-inch, M1, 2021)
Chip Apple M1
Memory 16 GB
Startup Disk Macintosh HD
Serial Number C02FR1YGQ6XG

™ and © 1983-2021 Apple Inc. All Rights Reserved. Licence and Warranty

**1** First of all, check you have an Apple Silicon Mac. Under the Apple menu in the top-left corner, select About this Mac. Look for the Chip listing. If it says 'Apple M1' or later, you can run iPad apps.


Search
Discover
Arcade
Create
Work
Play
Develop
Categories
Updates
1
Ian Osborne
Account
Game Center Profile
View Information
Redeem Gift Card
Mac Apps
iPhone & iPad Apps
Purchased

Jaybird
6 Mar 2020
Designed for iPhone. Not verified for macOS.

Idle Ants - Simulator Game
5 Sep 2021
Designed for iPad. Not verified for macOS.

Gumtree: local classified ads
4 Sep 2021
Designed for iPad

Aston Villa FC
12 Aug 2021
Designed for iPad. Not verified for macOS.

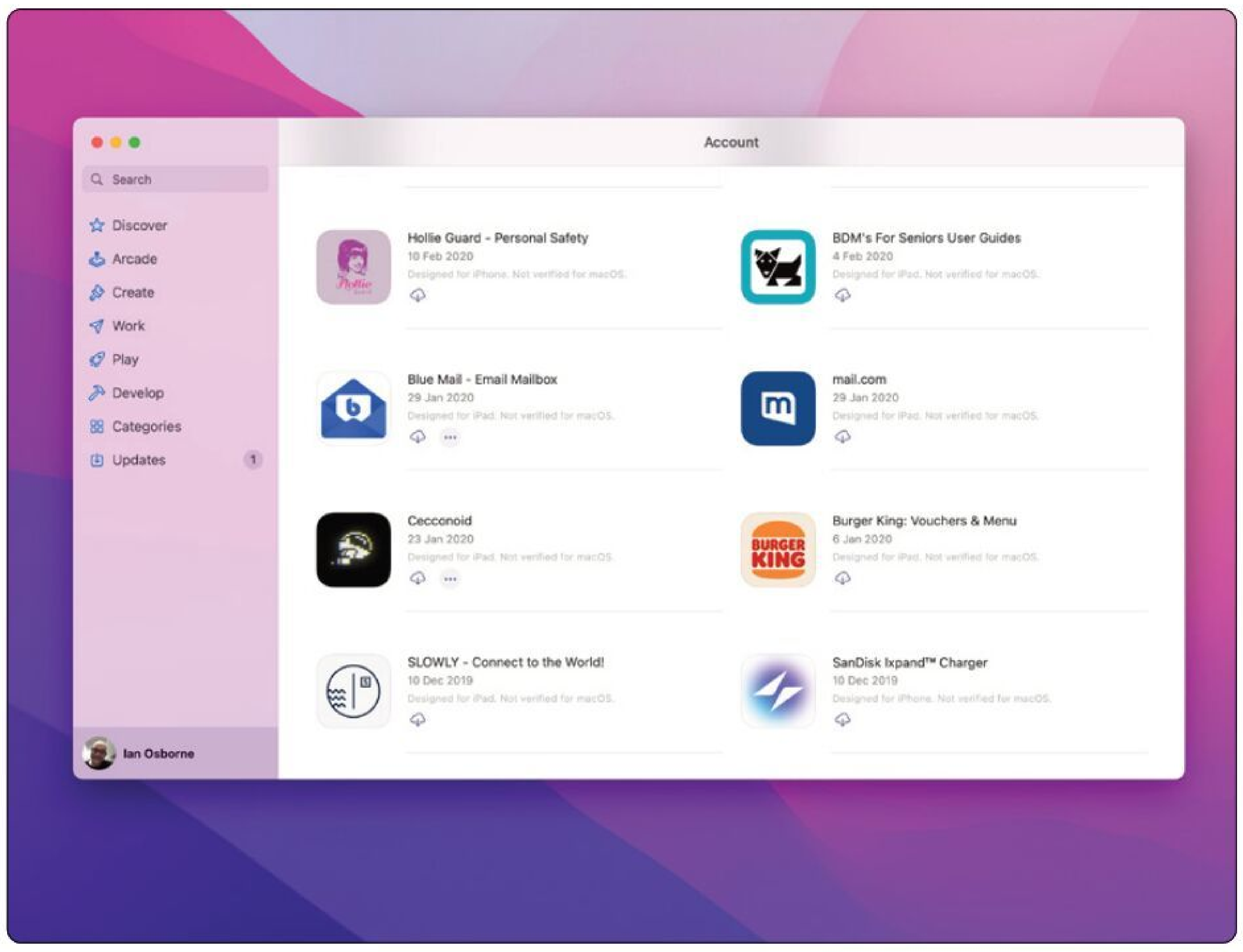
My Child Lebensborn
23 Jul 2021
Designed for iPad. Not verified for macOS.

Nanoleaf Smarter Series
25 Jun 2021
Designed for iPad. Not verified for macOS.

GODZILLA BATTLE LINE
25 Jun 2021
Designed for iPad. Not verified for macOS.

Airmid UK
21 Jun 2021
Designed for iPad. Not verified for macOS.

**2** Open the App Store on your Mac. Click on your account in the bottom left corner of the App Store window to take you to a list of your purchased apps. Click on 'iPhone & iPad apps'.


Search
Discover
Arcade
Create
Work
Play
Develop
Categories
Updates
1
Ian Osborne
Account

Hollie Guard - Personal Safety
10 Feb 2020
Designed for iPhone. Not verified for macOS.

BDM's For Seniors User Guides
4 Feb 2020
Designed for iPad. Not verified for macOS.

Blue Mail - Email Mailbox
29 Jan 2020
Designed for iPad. Not verified for macOS.

mail.com
29 Jan 2020
Designed for iPad. Not verified for macOS.

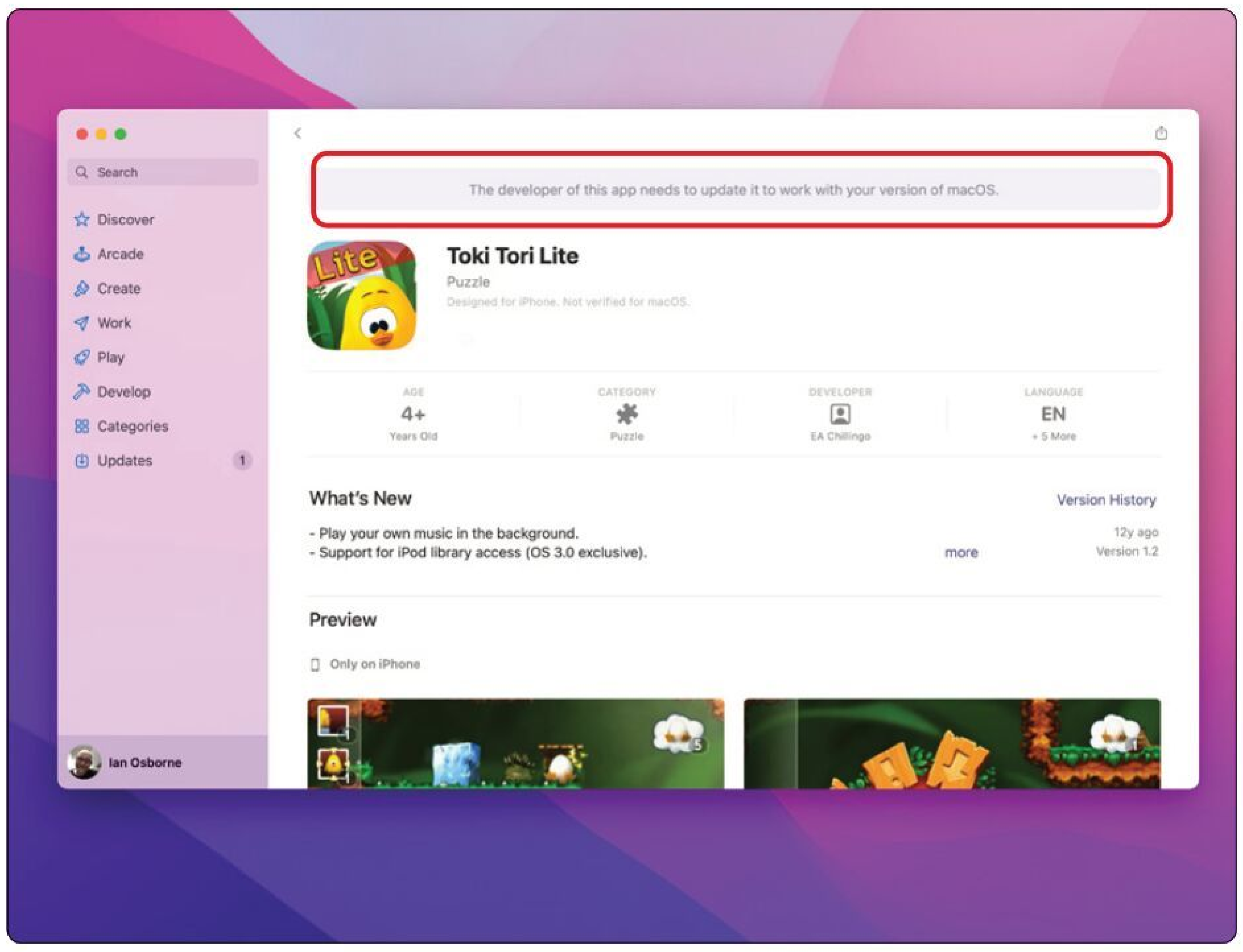
Cecconoid
23 Jan 2020
Designed for iPad. Not verified for macOS.

Burger King: Vouchers & Menu
6 Jan 2020
Designed for iPad. Not verified for macOS.

SLOWLY - Connect to the World!
10 Dec 2019
Designed for iPad. Not verified for macOS.

SanDisk Ixpand™ Charger
10 Dec 2019
Designed for iPhone. Not verified for macOS.

**3** Scroll up and down and you'll see a complete list of all the apps you've bought and/or downloaded on your Apple mobile devices. A cloud under the description means you can download it to your Mac.

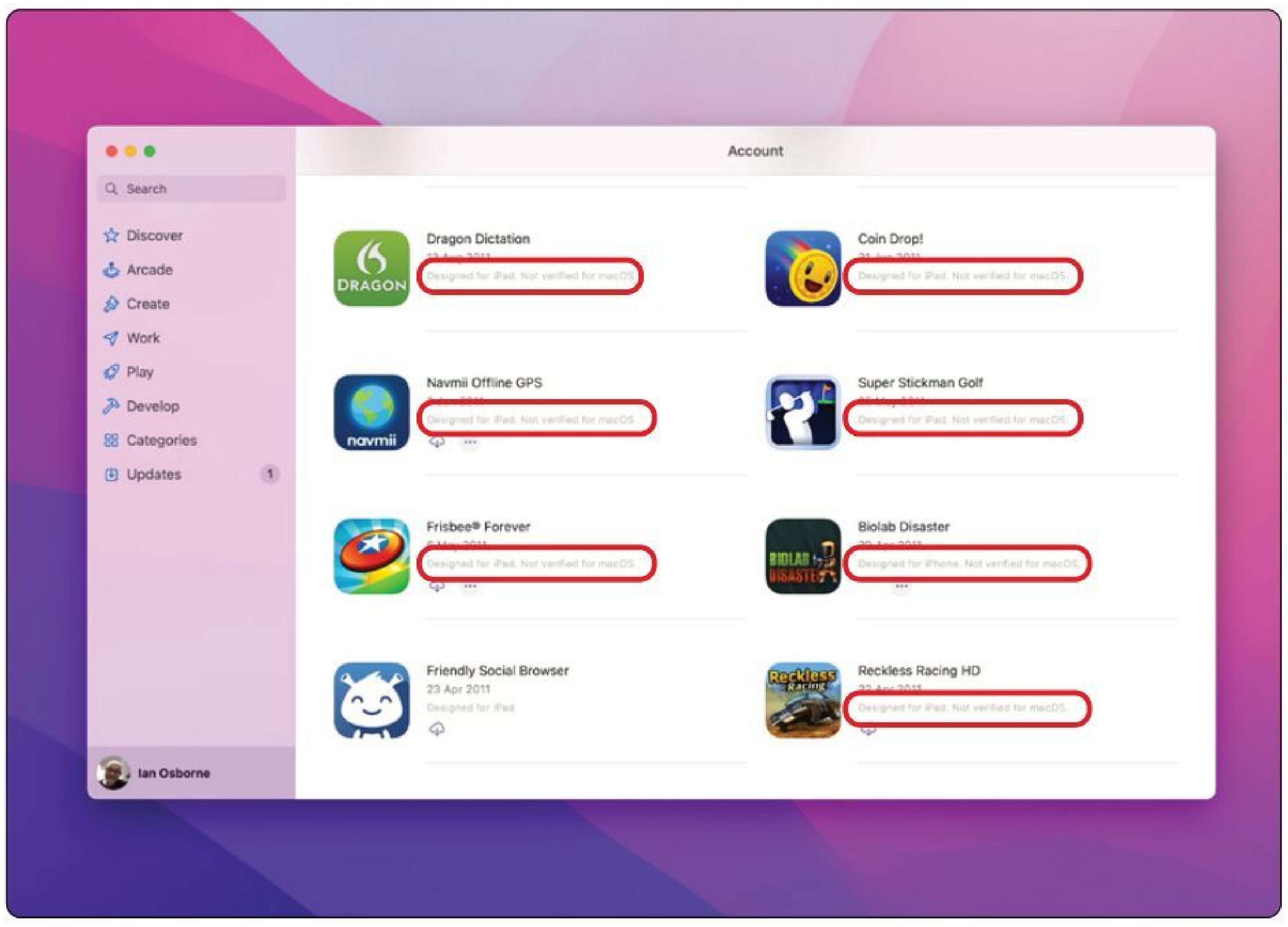

Search
Discover
Arcade
Create
Work
Play
Develop
Categories
Updates
1
Ian Osborne
AGE
4+
Years Old
CATEGORY
Puzzle
DEVELOPER
EA Chillingo
LANGUAGE
EN
+ 5 More
Version History
more
Preview
Only on iPhone

The developer of this app needs to update it to work with your version of macOS.

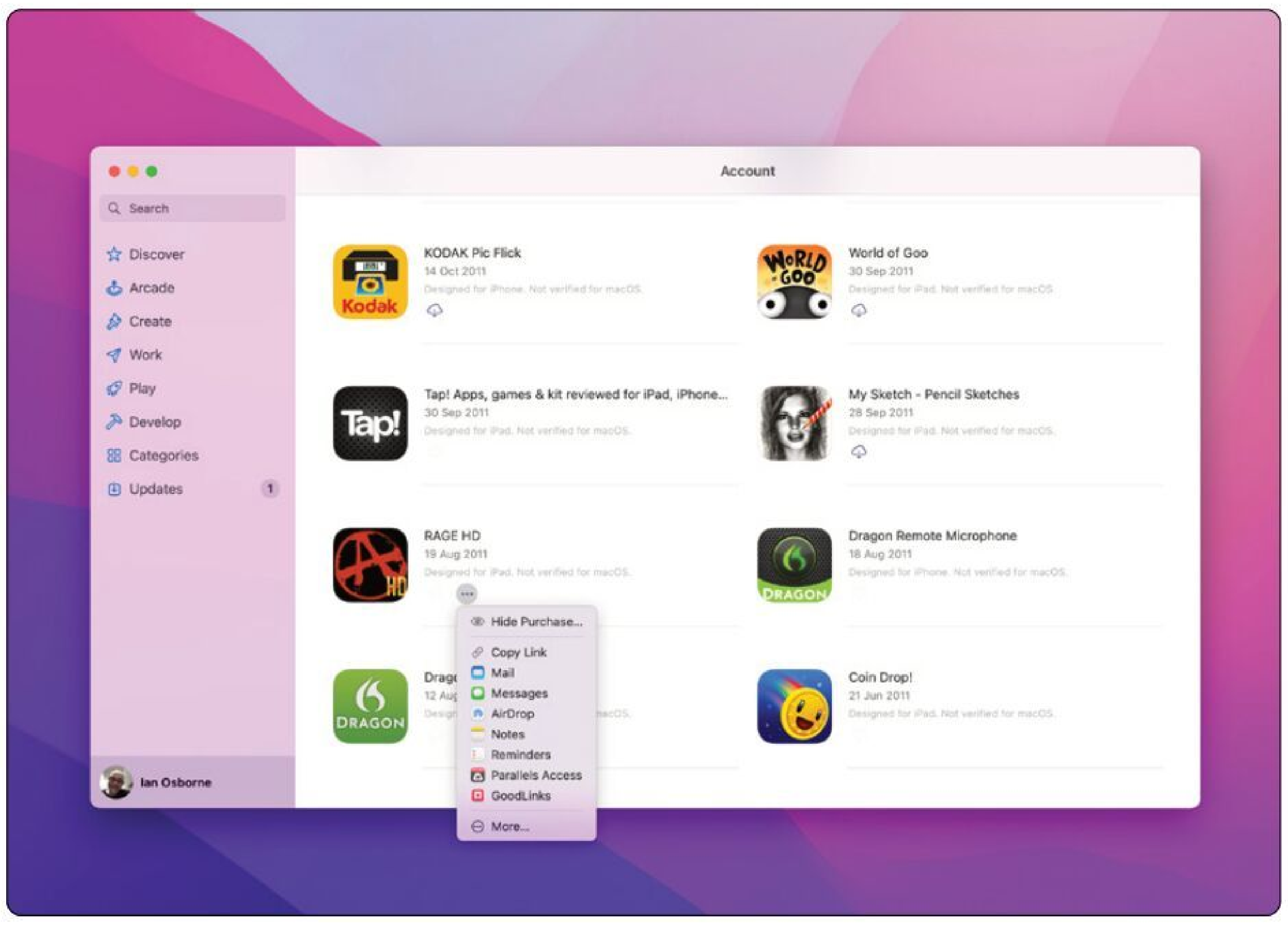
Toki Tori Lite
Puzzle
Designed for iPhone. Not verified for macOS.

What's New
- Play your own music in the background.
- Support for iPod library access (OS 3.0 exclusive).
12y ago
Version 1.2

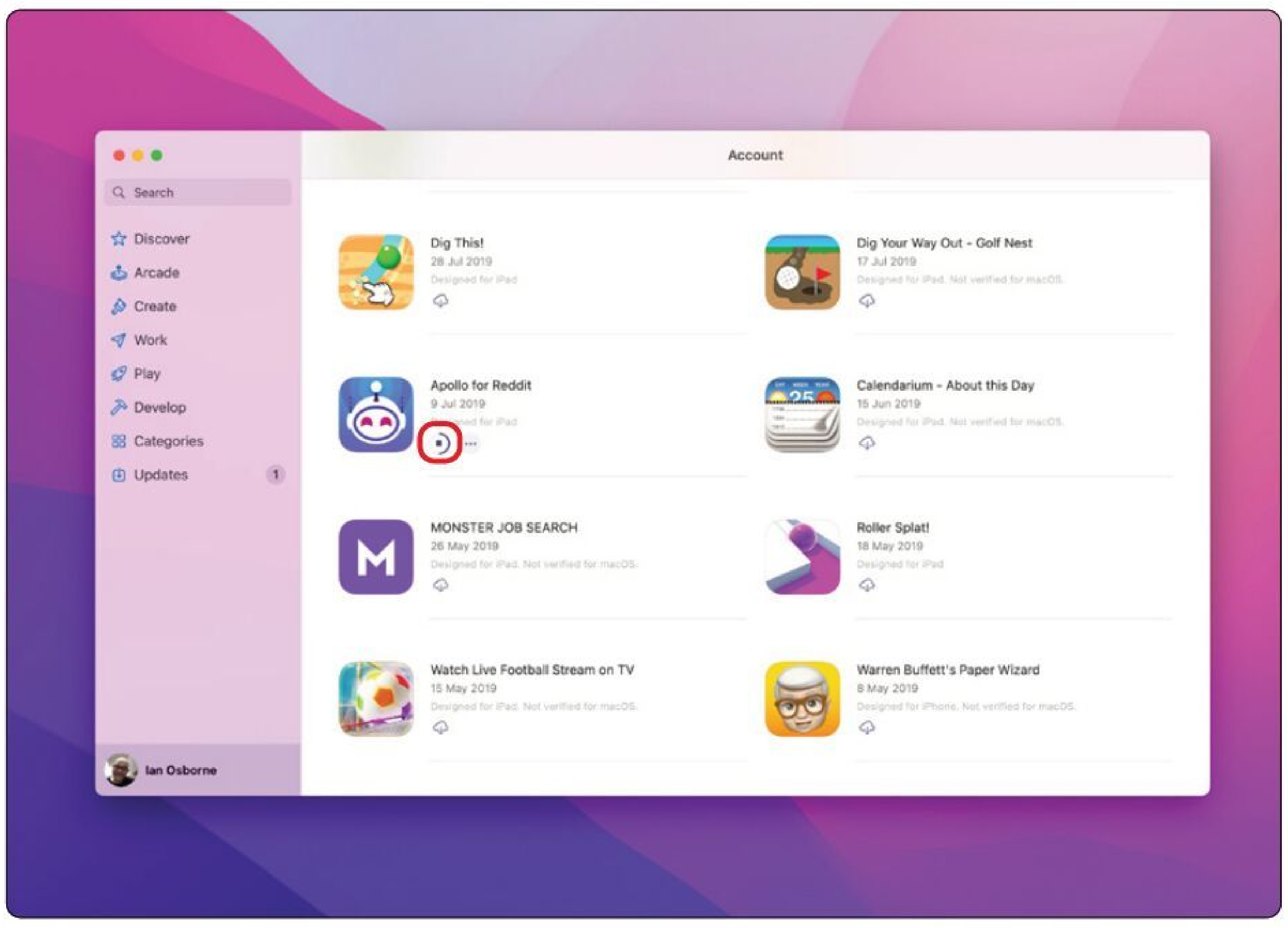
**4** If an app doesn't have a cloud, it's either no longer on the App Store or it's too old to run on your Mac. Either way, it cannot be downloaded. Click on it to open its page and you're told as much.


Account
Search
Discover
Arcade
Create
Work
Play
Develop
Categories
Updates
Ian Osborne
Dragon Dictation
Coin Drop!
Navmii Offline GPS
Super Stickman Golf
Frisbee® Forever
Biolab Disaster
Friendly Social Browser
Reckless Racing HD
Designed for iPad. Not verified for macOS.

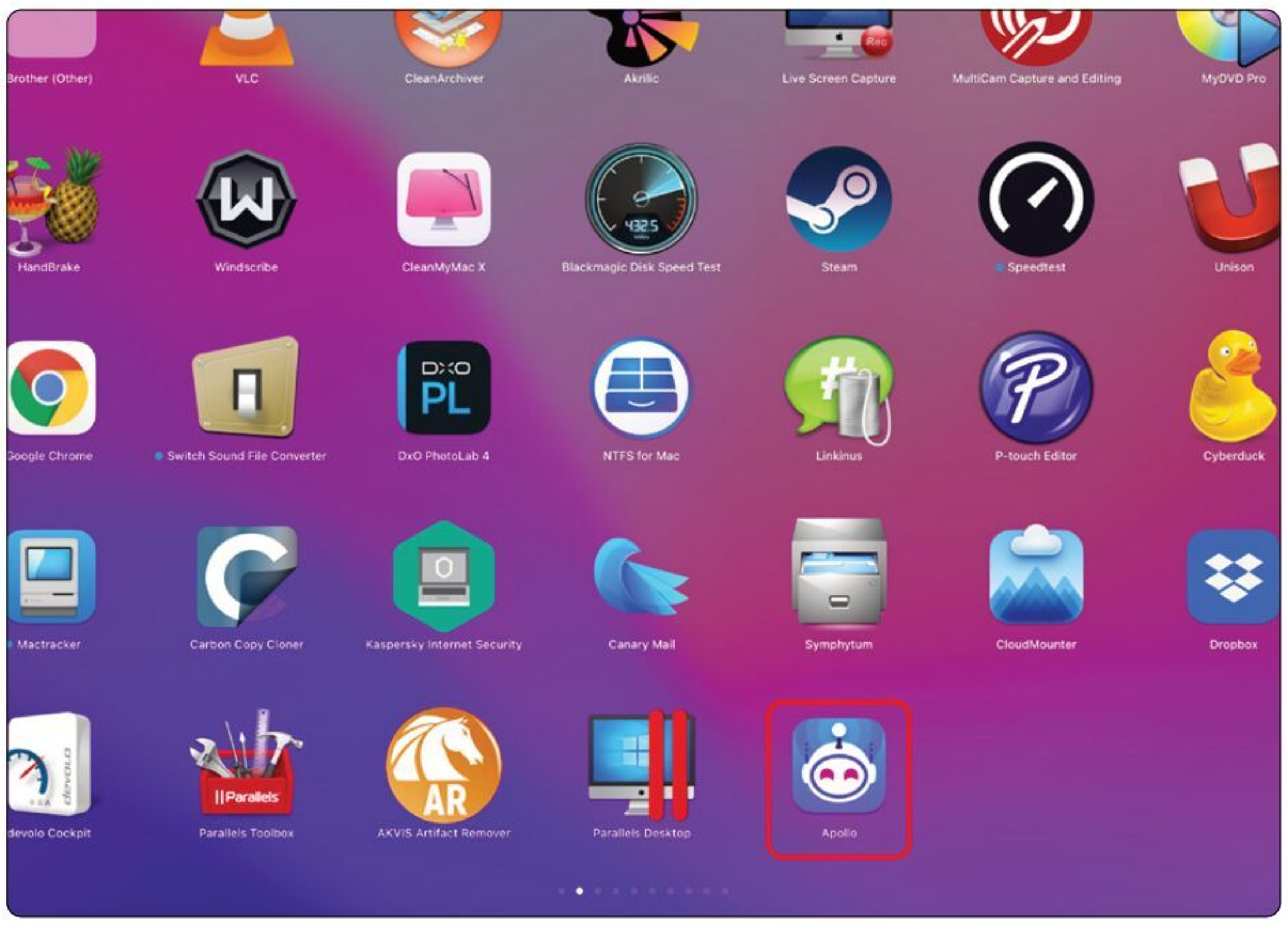
**5** 'Designed for iPad. Not verified for macOS' means it's not been tested on a Mac. It might well still run, but the user experience might be poor. For example, touch controls might not translate well to the Mac.


Account
KODAK Pic Flick
World of Goo
Tap! Apps, games & kit reviewed for iPad, iPhone...
My Sketch - Pencil Sketches
RAGE HD
Dragon Remote Microphone
Coin Drop!
Hide Purchase...
Copy Link
Mail
Messages
AirDrop
Notes
Reminders
Parallels Access
GoodLinks
More...
Ian Osborne

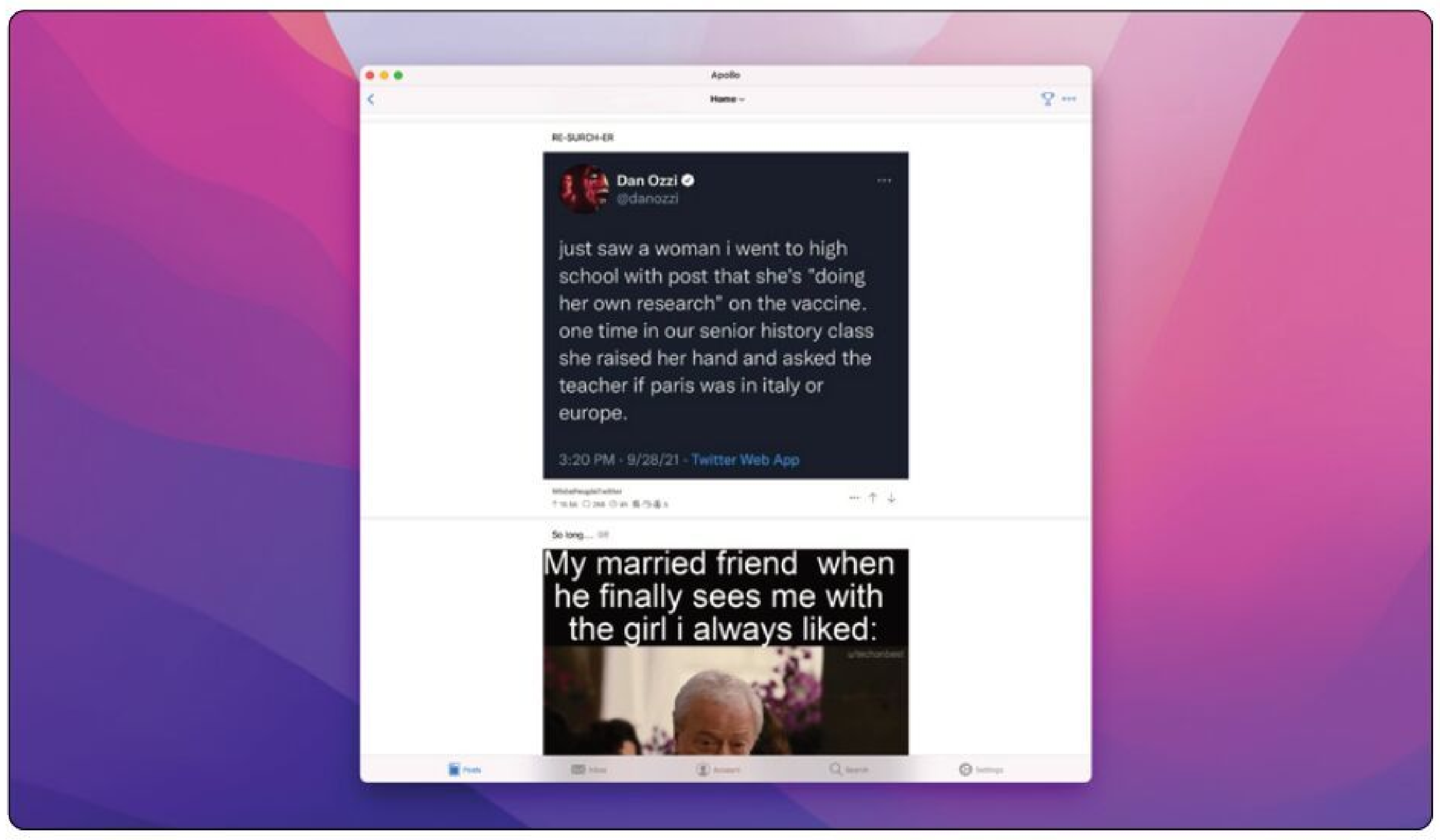
**6** Some apps have a three-dots icon under them. Click on this for a contextual menu offering the chance to copy its App Store link, send it via Mail, Messages or AirDrop, make a new Note or Reminder of it and more.


Account
Dig This!
Dig Your Way Out - Golf Nest
Apollo for Reddit
Calendarium - About this Day
MONSTER JOB SEARCH
Roller Splat!
Watch Live Football Stream on TV
Warren Buffett's Paper Wizard
Ian Osborne

**7** When you've found a mobile app you'd like to have on your Mac, click the small cloud underneath it to download it. As you'd expect, a circle gradually fills around a Stop icon. When complete, it's downloaded.


VLC
CleanArchiver
Akitio
Live Screen Capture
MultiCam Capture and Editing
MyDVD Pro
HandBrake
Windscribe
CleanMyMac X
Blackmagic Disk Speed Test
Steam
Speedtest
Unison
Google Chrome
Switch Sound File Converter
DxO PhotoLab 4
NTFS for Mac
Linkinus
P-touch Editor
Cyberduck
Mactracker
Carbon Copy Cloner
Kaspersky Internet Security
Canary Mail
Symphytum
CloudMounter
Dropbox
Parallels Toolbox
AKVIS Artifact Remover
Parallels Desktop
Apollo

**8** When an app has downloaded, you can click the Open button in the App Store to launch it. Otherwise, you can open it in Launchpad, the Applications folder or the Spotlight feature; just like any other app on your Mac.


Apollo
Home

Dan Ozzi

just saw a woman i went to high school with post that she's "doing her own research" on the vaccine. one time in our senior history class she raised her hand and asked the teacher if paris was in italy or europe.

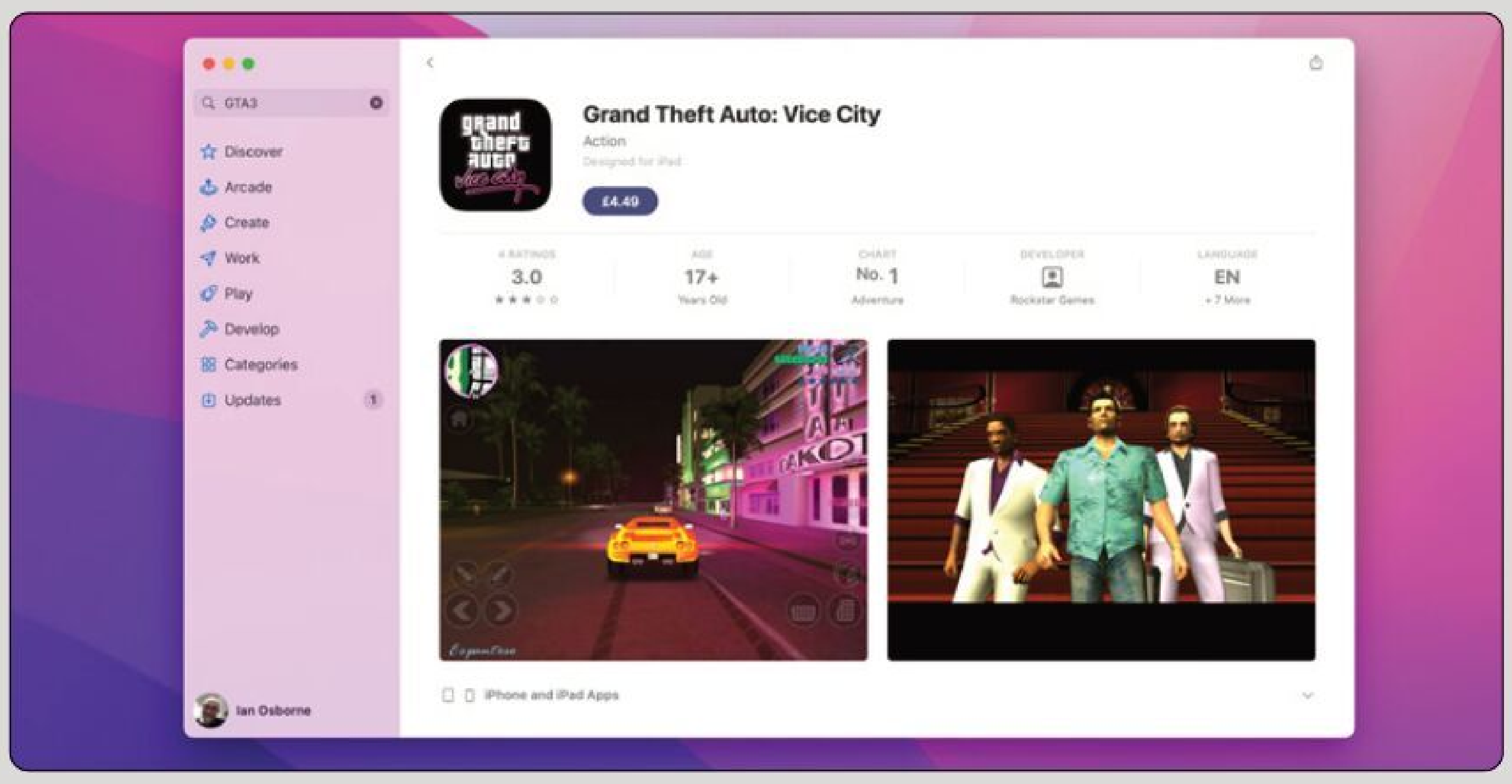
3:20 PM · 9/28/21 · Twitter Web App

My married friend when he finally sees me with the girl i always liked:

**9** When you've launched an iOS or iPadOS app on your Mac, you can use it just like any other app. A mouse click replaces a tap, trackpad gestures replace on-screen gestures. The experience might not be perfect, as the interface was designed with touchscreen mobile devices in mind, but it should work just fine.

## Search for an App.

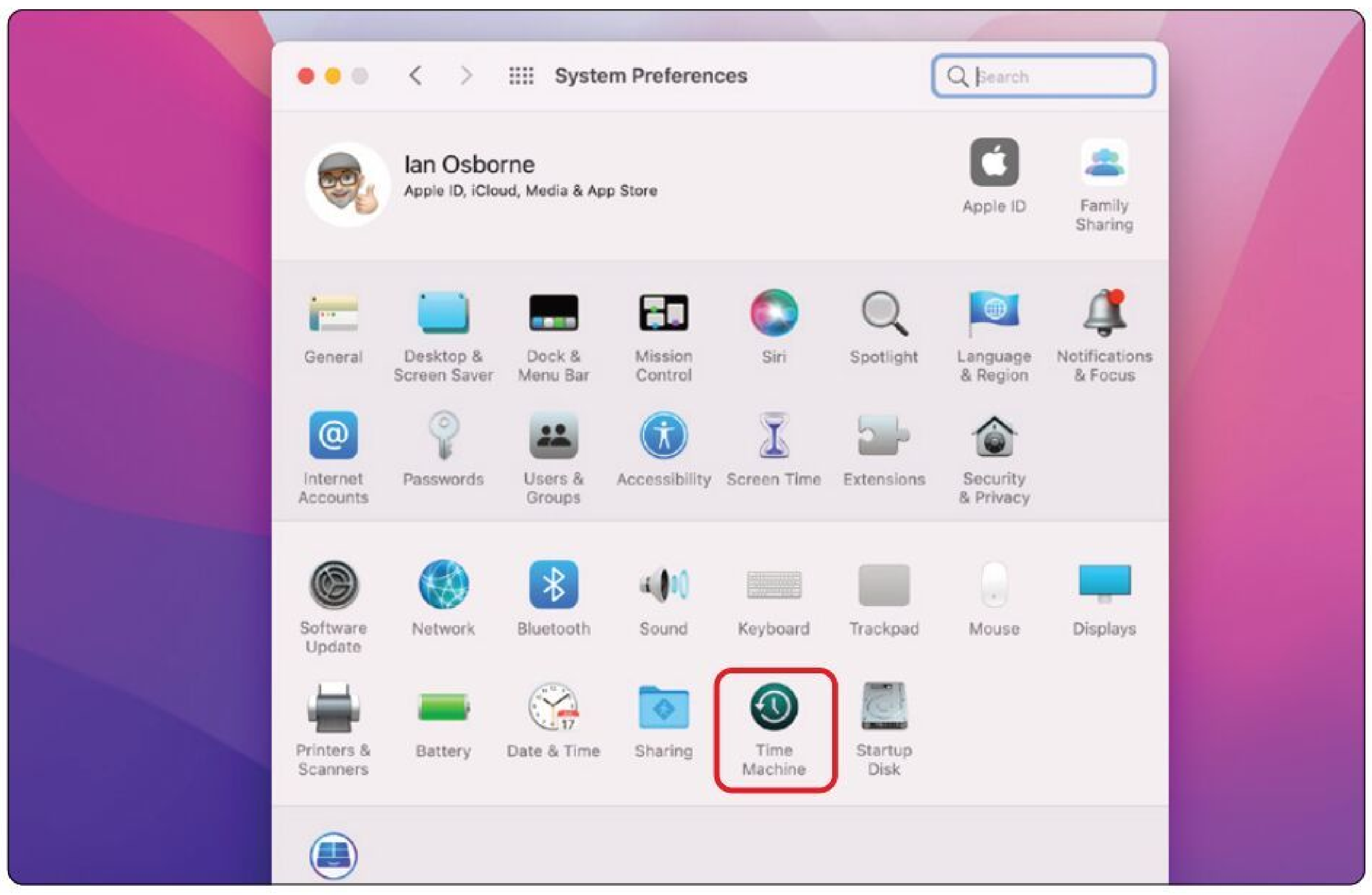
If you want to download a mobile app to your Mac which you don't own on your iPad or iPhone, you can search for it in the App Store, and click the iPhone & iPad Apps button to see mobile apps answering that search query. Then you can buy and download them as you would a Mac app.

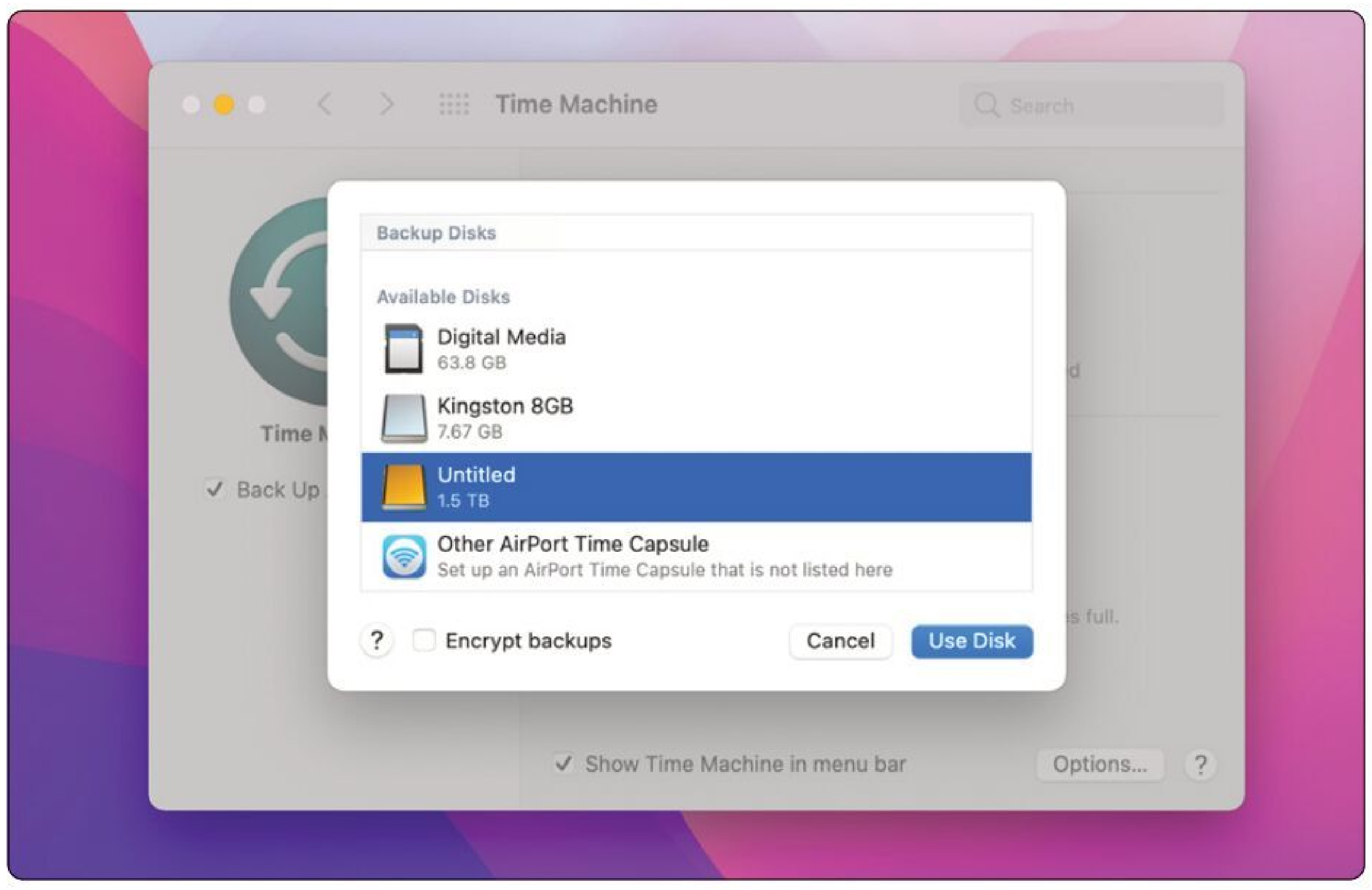

GTA3
Grand Theft Auto: Vice City
Action
£4.49
3.0
17+
No. 1
EN
iPhone and iPad Apps
Ian Osborne

# The Time Machine Back Up & Restore

It's always a good idea to back up your data to guard against disk failure and accidental deletion. macOS Monterey has a built-in backup system called Time Machine. With it, you can retrieve files that have been lost or corrupted, and even reinstall an entire system after a major drive problem. Here's how to do it.

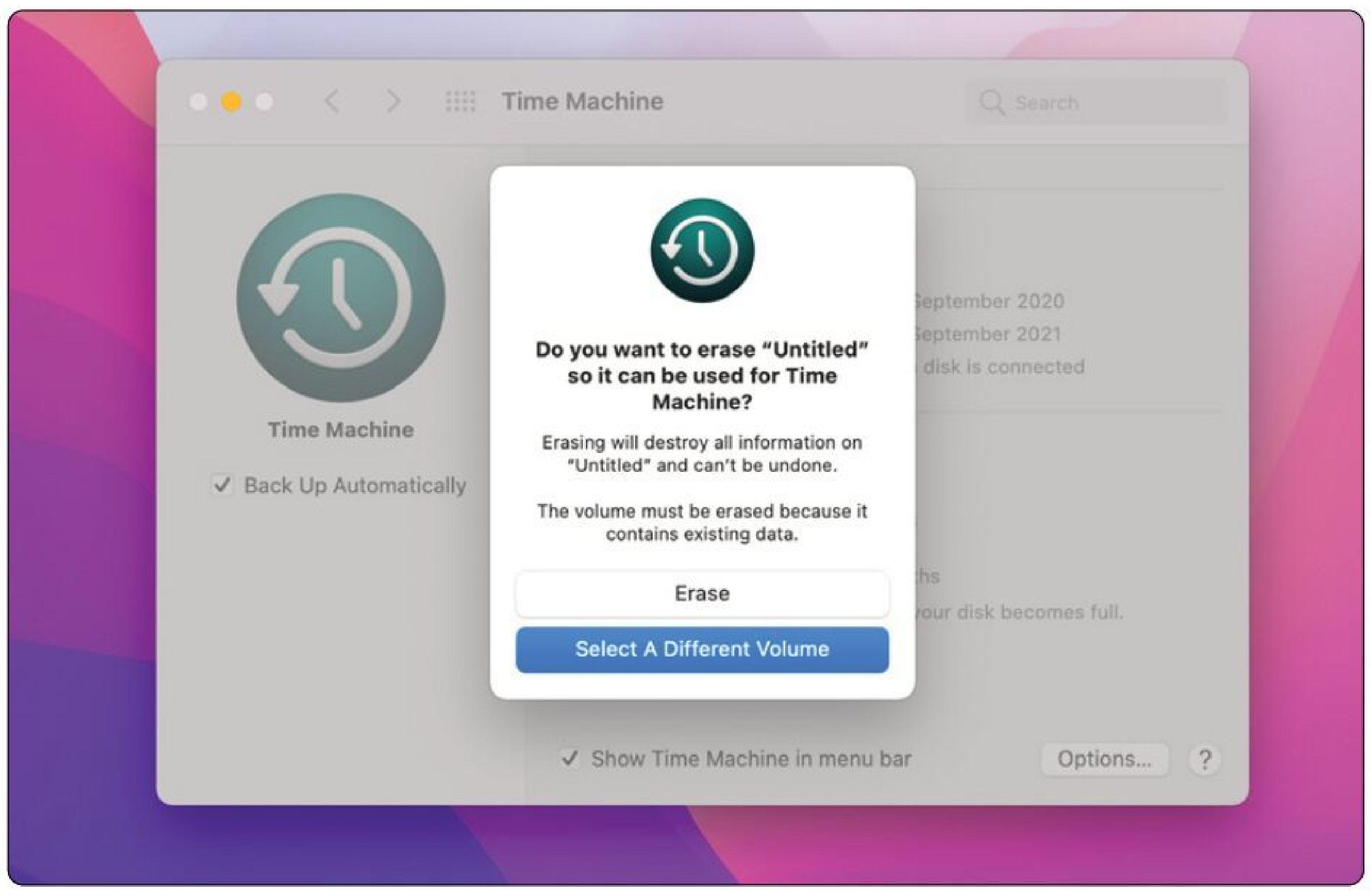
## Getting started


System Preferences
Search
Ian Osborne
Apple ID, iCloud, Media & App Store
Apple ID
Family Sharing
General
Desktop & Screen Saver
Dock & Menu Bar
Mission Control
Siri
Spotlight
Language & Region
Notifications & Focus
Internet Accounts
Passwords
Users & Groups
Accessibility
Screen Time
Extensions
Security & Privacy
Software Update
Network
Bluetooth
Sound
Keyboard
Trackpad
Mouse
Displays
Printers & Scanners
Battery
Date & Time
Sharing
Time Machine
Startup Disk


Time Machine
Search
Backup Disks
Available Disks
Digital Media
63.8 GB
Kingston 8GB
7.67 GB
Untitled
1.5 TB
Other AirPort Time Capsule
Set up an AirPort Time Capsule that is not listed here
?
Encrypt backups
Cancel
Use Disk
Back Up
Show Time Machine in menu bar
Options...

**1** Connect an external hard drive, via USB, FireWire or Thunderbolt, to your Mac. It should be at least the size of your Mac's hard drive. The larger the drive, the further back in time you will be able to store backups. Now open System Preferences and click on Time Machine in the bottom row.

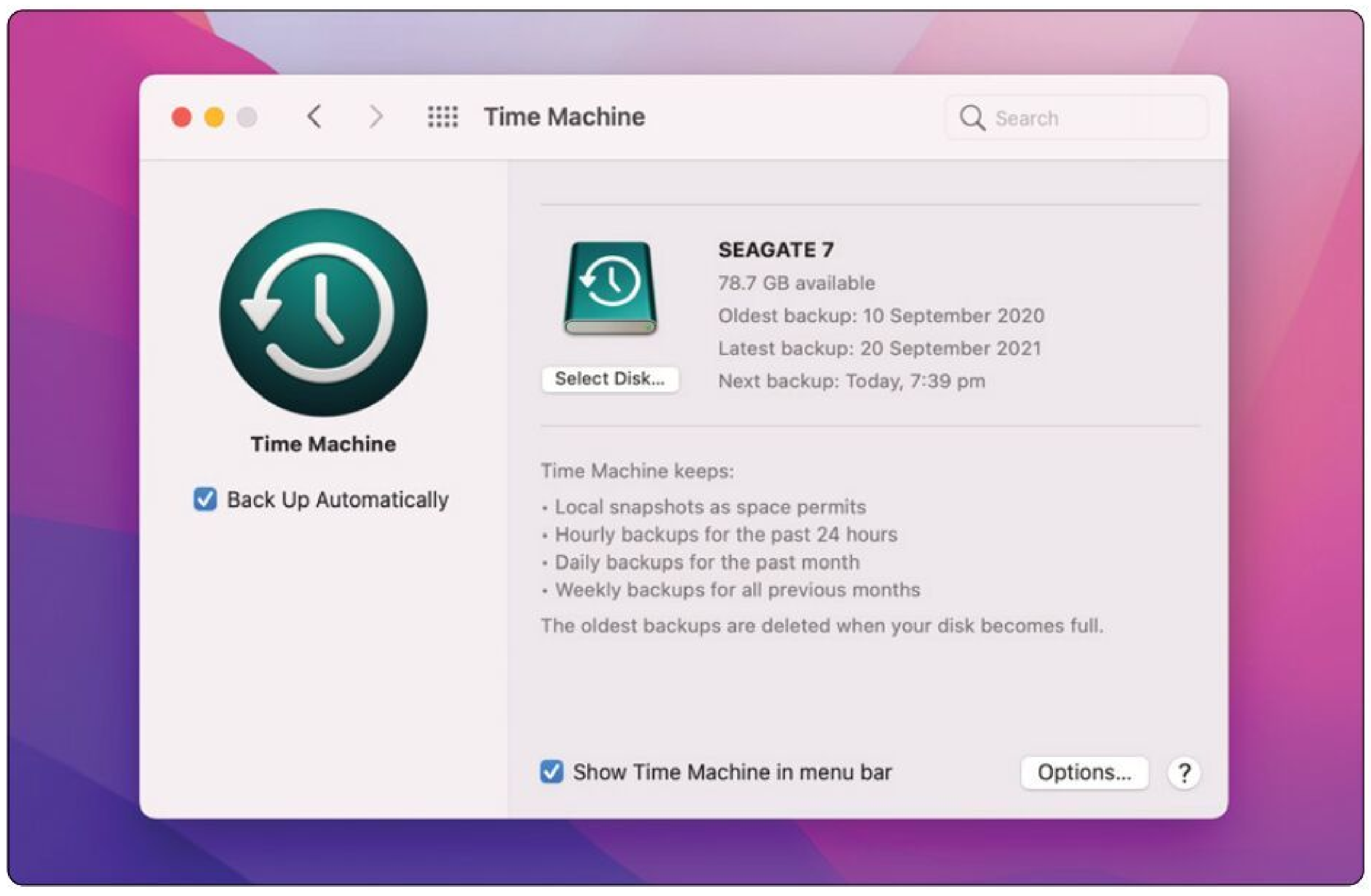
**2** Click the Select Disk... button and you will be presented with a window listing your connected drives. Select the drive on which you would like to store your backups. If your external drive isn't already formatted as 'Mac OS Extended (Journaled)', Time Machine invites you to erase and reformat it.


Time Machine
Search
Time Machine
✓ Back Up Automatically
Erase
Select A Different Volume
✓ Show Time Machine in menu bar
Options...
?

Do you want to erase "Untitled" so it can be used for Time Machine?

Erasing will destroy all information on "Untitled" and can't be undone.

The volume must be erased because it contains existing data.


Time Machine
Search
Time Machine
Select Disk...
Options...
?

SEAGATE 7
78.7 GB available
Oldest backup: 10 September 2020
Latest backup: 20 September 2021
Next backup: Today, 7:39 pm

☑ Back Up Automatically

Time Machine keeps:
- Local snapshots as space permits
- Hourly backups for the past 24 hours
- Daily backups for the past month
- Weekly backups for all previous months

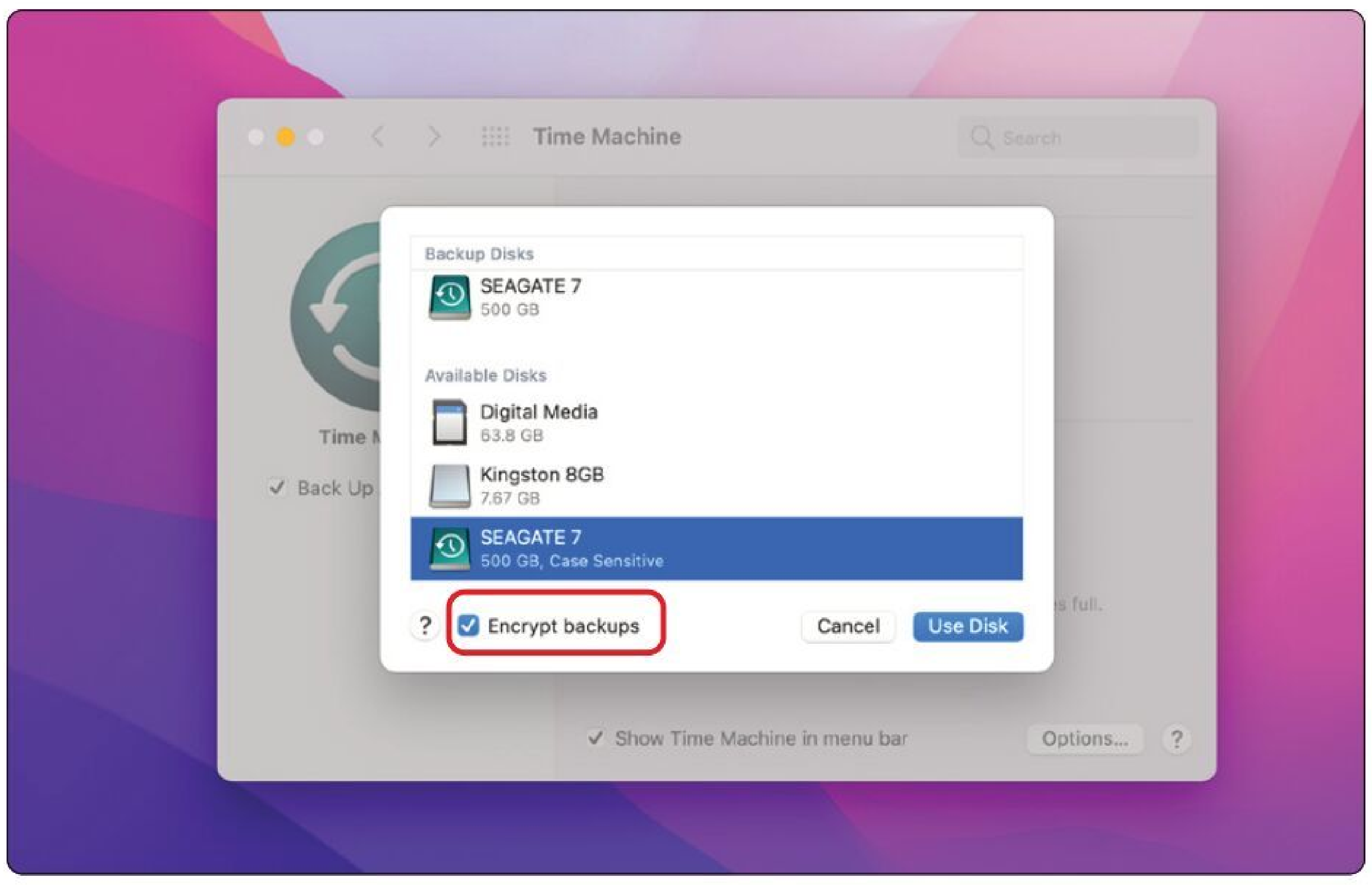
The oldest backups are deleted when your disk becomes full.

☑ Show Time Machine in menu bar

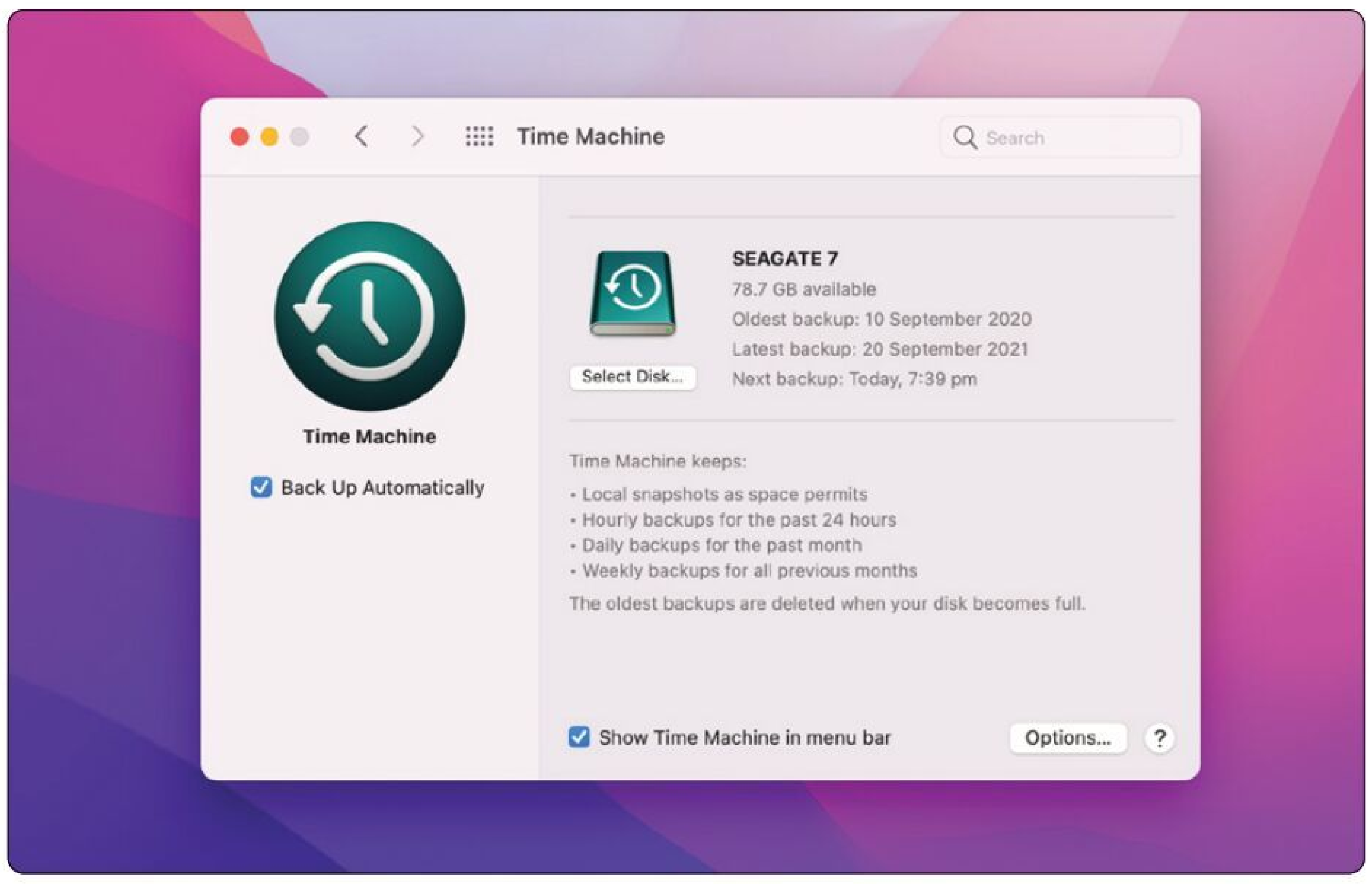
**3** If you choose to reformat your disk, all data currently on the drive is wiped. You might get a pop-up asking if you would like to use the connected drive with Time Machine. Click Decide Later so the Time Machine settings can be configured to your requirements first.

**4** Once your external drive is connected correctly, you can always access Time Machine by opening System Preferences from Launchpad or the Applications folder on your Mac. Check the Show Time Machine in Menu Bar box and you can also access it from the menu bar.

# Backing Up to Time Machine


Time Machine
Search
Backup Disks
SEAGATE 7
500 GB
Available Disks
Digital Media
63.8 GB
Kingston 8GB
7.67 GB
SEAGATE 7
500 GB, Case Sensitive
?
☑ Encrypt backups
Cancel
Use Disk
Show Time Machine in menu bar
Options...

**1** There's an option to encrypt backups. To activate it, click the Select Disk button, then choose your Time Machine disk in the Available Disks section. Check the Encrypt backups option, then click Use Disk. You're invited to add a password and a hint in case you forget it. Do so and no one can access your backups without this password.

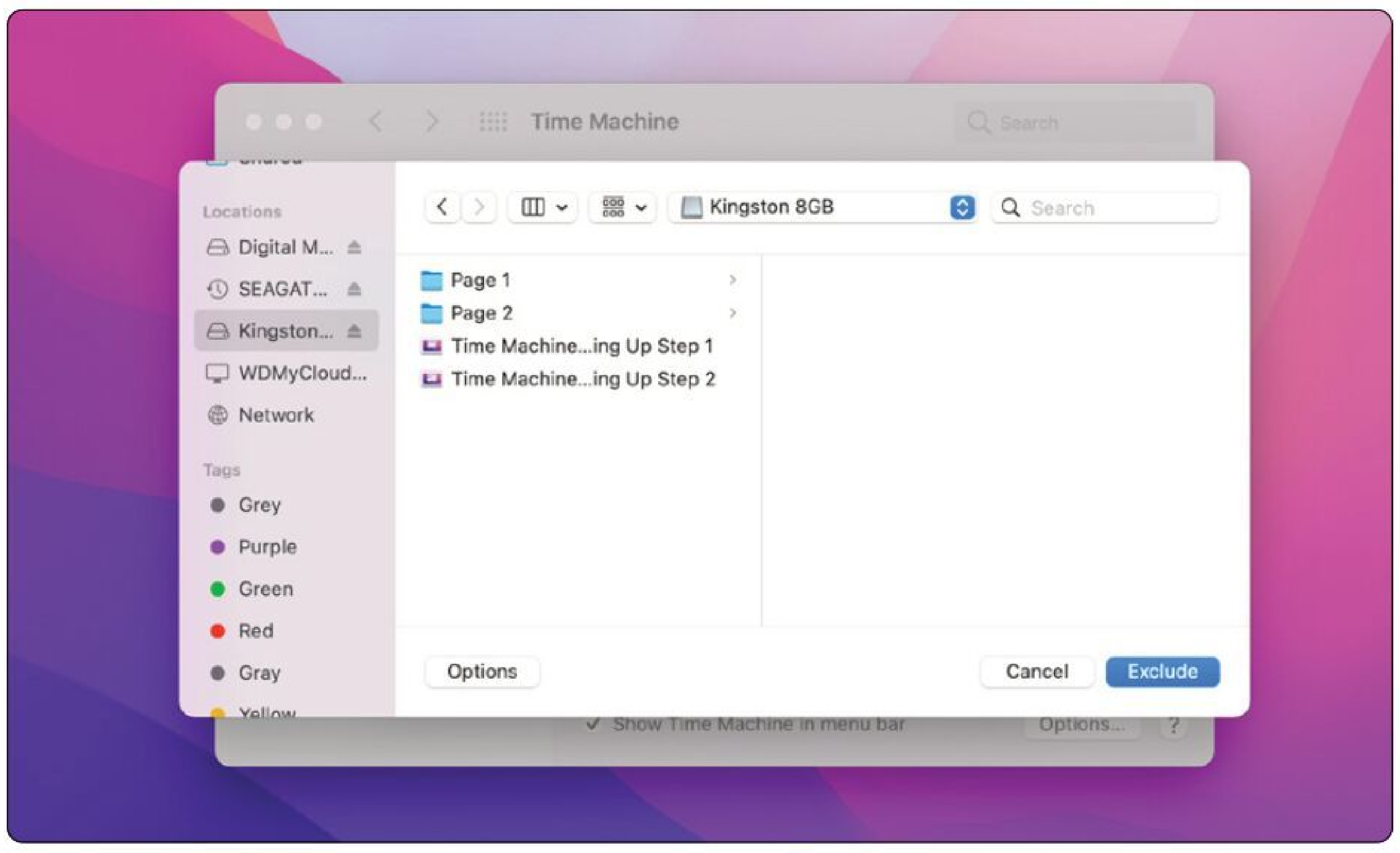

Time Machine
Search
Time Machine
☑ Back Up Automatically
Select Disk...
☑ Show Time Machine in menu bar
Options...
?

SEAGATE 7
78.7 GB available
Oldest backup: 10 September 2020
Latest backup: 20 September 2021
Next backup: Today, 7:39 pm

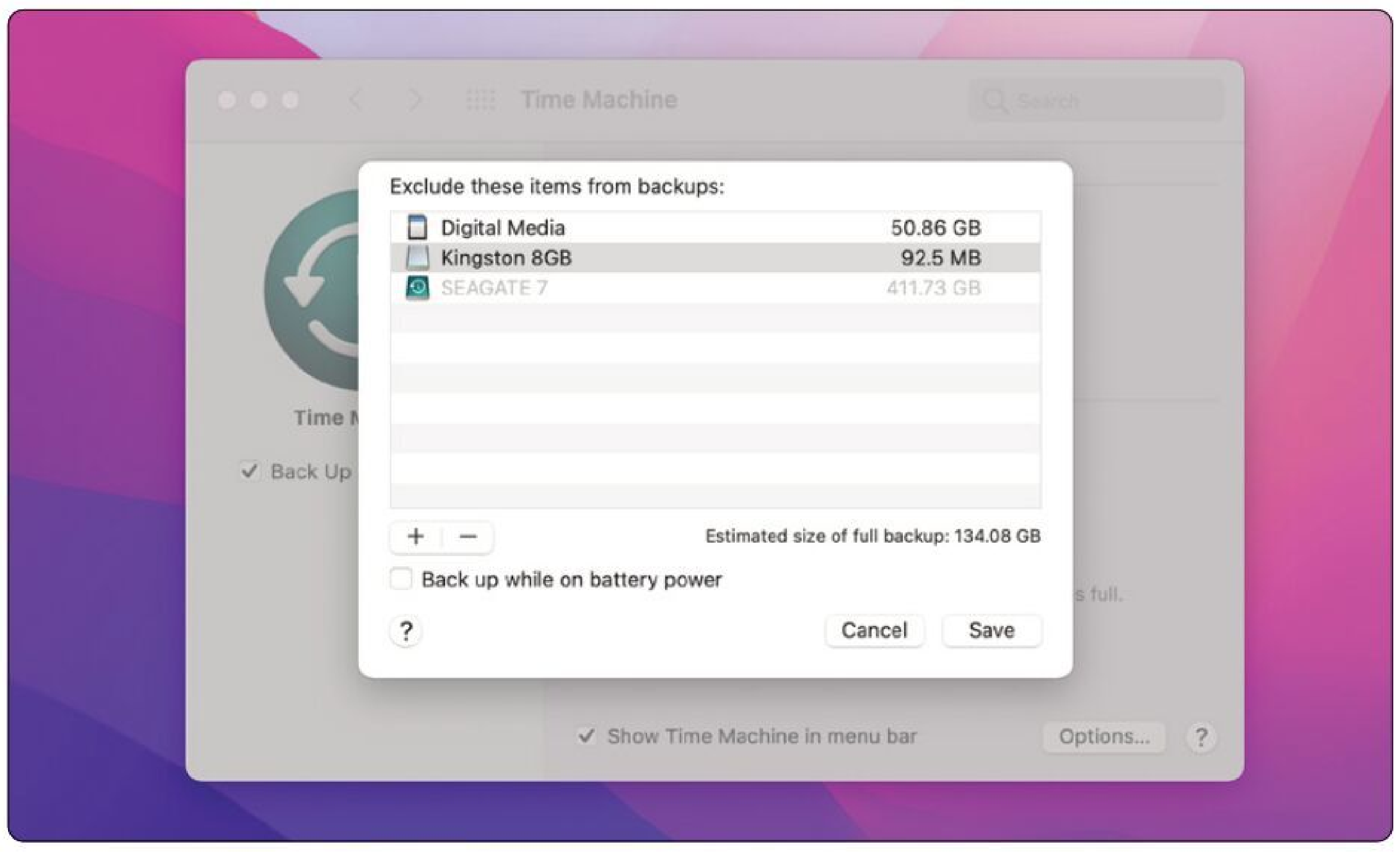
Time Machine keeps:
- Local snapshots as space permits
- Hourly backups for the past 24 hours
- Daily backups for the past month
- Weekly backups for all previous months

The oldest backups are deleted when your disk becomes full.

**2** You're now presented with a window that shows the status of your currently selected drive, the one that's to be used for your Time Machine backups. This window lets you know how much space is available, as well as the date of your oldest and latest backup and when the next backup will take place.


Time Machine
Locations
Digital M...
SEAGAT...
Kingston...
WDMyCloud...
Network
Tags
Grey
Purple
Green
Red
Gray
Kingston 8GB
Search
Page 1
Page 2
Time Machine...ing Up Step 1
Time Machine...ing Up Step 2
Options
Cancel
Exclude

**3** By default, Time Machine is configured to back up all data on your Mac's hard drive. If you click the Options button, you can add locations on your Mac's hard drive not to be backed up. To exclude a new item, press the '+' icon to reveal the file browser. Browse to the file or folder you don't want included in your backups and click the Exclude button.


Time Machine
+ −
Cancel
Save
?

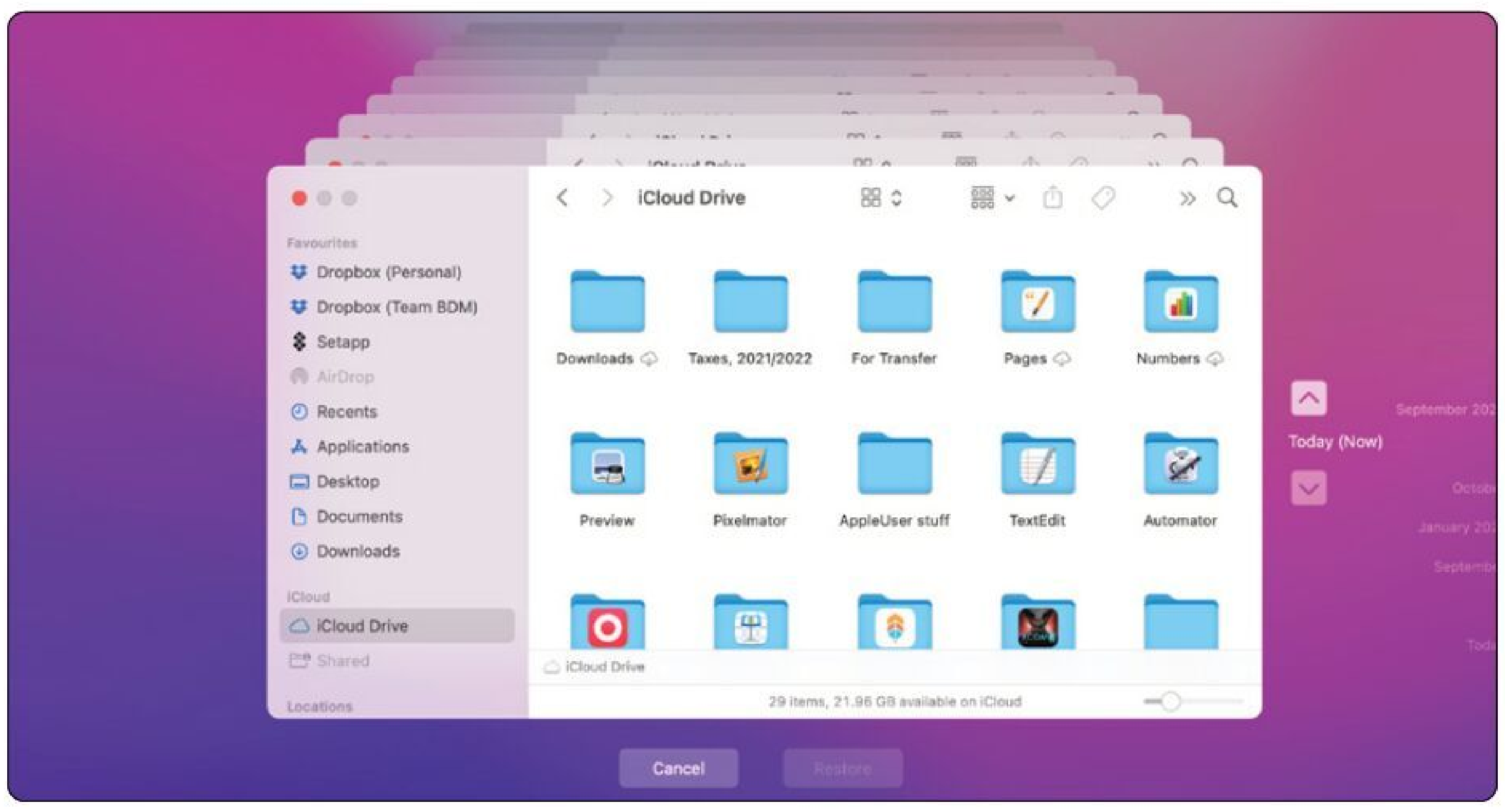
Exclude these items from backups:

| | |
|---|---|
| Digital Media | 50.86 GB |
| Kingston 8GB | 92.5 MB |
| SEAGATE 7 | 411.73 GB |

Estimated size of full backup: 134.08 GB

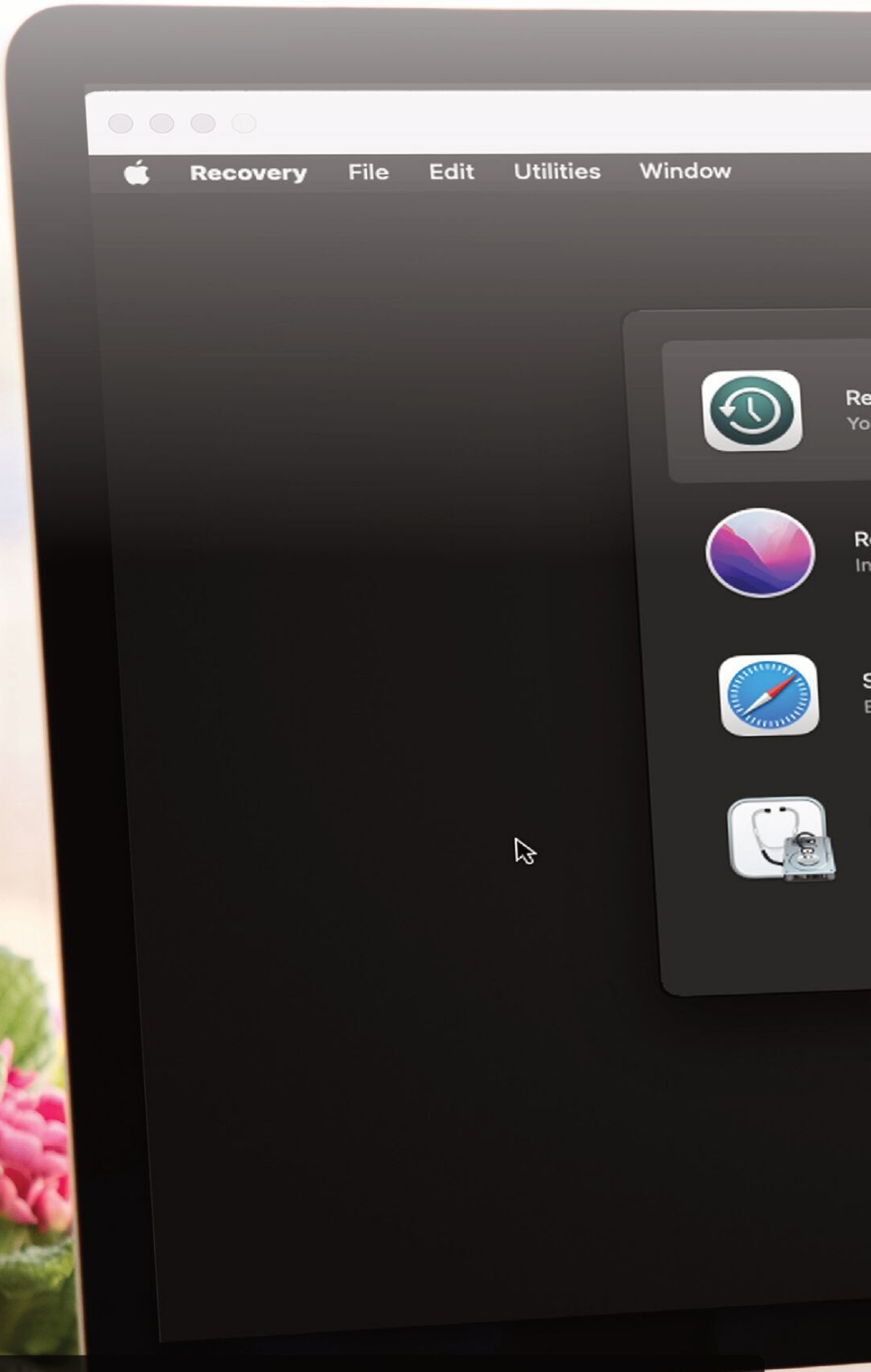
☐ Back up while on battery power

**4** To remove an item from the list of excluded backup items, click the item once to highlight it and then click the '-' icon. You can either Cancel or Save your changes to return to the previous screen. The item you removed is dropped from the list and will once more be backed up with your Mac's next Time Machine backup.


iCloud Drive
Favourites
Dropbox (Personal)
Dropbox (Team BDM)
Setapp
AirDrop
Recents
Applications
Desktop
Documents
Downloads
iCloud
iCloud Drive
Shared
Locations
Downloads
Taxes, 2021/2022
For Transfer
Pages
Numbers
Preview
Pixelmator
AppleUser stuff
TextEdit
Automator
29 items, 21.96 GB available on iCloud
Today (Now)
Cancel
Restore

**5** To retrieve a file from Time Machine, Choose Enter Time Machine in the Time Machine menu and then navigate to the file you want. You can get hold of an older version of a current file or one you've deleted. When you've found it, highlight it and press Restore.

**6** It's important that you keep your Time Machine backups separate to your data files. Never, for example, partition a hard drive and keep data on one partition and Time Machine backups on the other. If you do, both your data and your backups are lost if the hard drive fails.



## Restoring a Mac from a Time Machine Backup

If something has gone very wrong with your Mac, and you want to wipe your hard drive clean and reinstall from a Time Machine backup, this is what you should do. Naturally, to restore from a backup you need to actually have a backup, and anything you've done on your Mac between the last time you ran Time Machine and the time when you restore to your last backup, will be lost. That's why you should back up on a regular basis.

- First of all, make sure a notebook Mac is powered using the power adapter, and regardless of what Mac you have, make sure your Time Machine backup drive is connected.

- Power down your Mac, count to ten then switch it on again and immediately press cmd-R. Hold these keys until the Apple logo appears on the screen.

- Your Mac boots up into Recovery Mode. Click on your name in the macOS Recovery window, then click Next. Enter your administrator's password, and click Next again.

- On the next screen, you're offered four options; Restore from Time Machine, Reinstall macOS Monterey, Safari and Disk Utility. If you think reinstalling macOS over the top of your current install, keeping your files and folders as they are will work, do this. But if you've tried this, or you're sure your system is beyond help, go for Restore from Time Machine. Click Continue.

- After a screen of information on what restoring a Time Machine backup will do, click Continue if you're sure you want to proceed with it.

- You must now select the drive containing your Time Machine backups. Click on your Time Machine drive – and if it isn't there, make sure it's plugged in – then click the Continue button.

- The drive is scanned for Time Machine backups. Choose the most recent backup made before your problems started; click on it and then click Continue.

- Now select the drive you want to install the Time Machine backup on. This is presumably your hard drive, but you could install it on a secondary drive if you wanted. If you have FileVault turned on, you have to enter your password again to unlock the disk.

- The system is restored, and you're invited to restart. Once you do, your Mac should be up and running again.

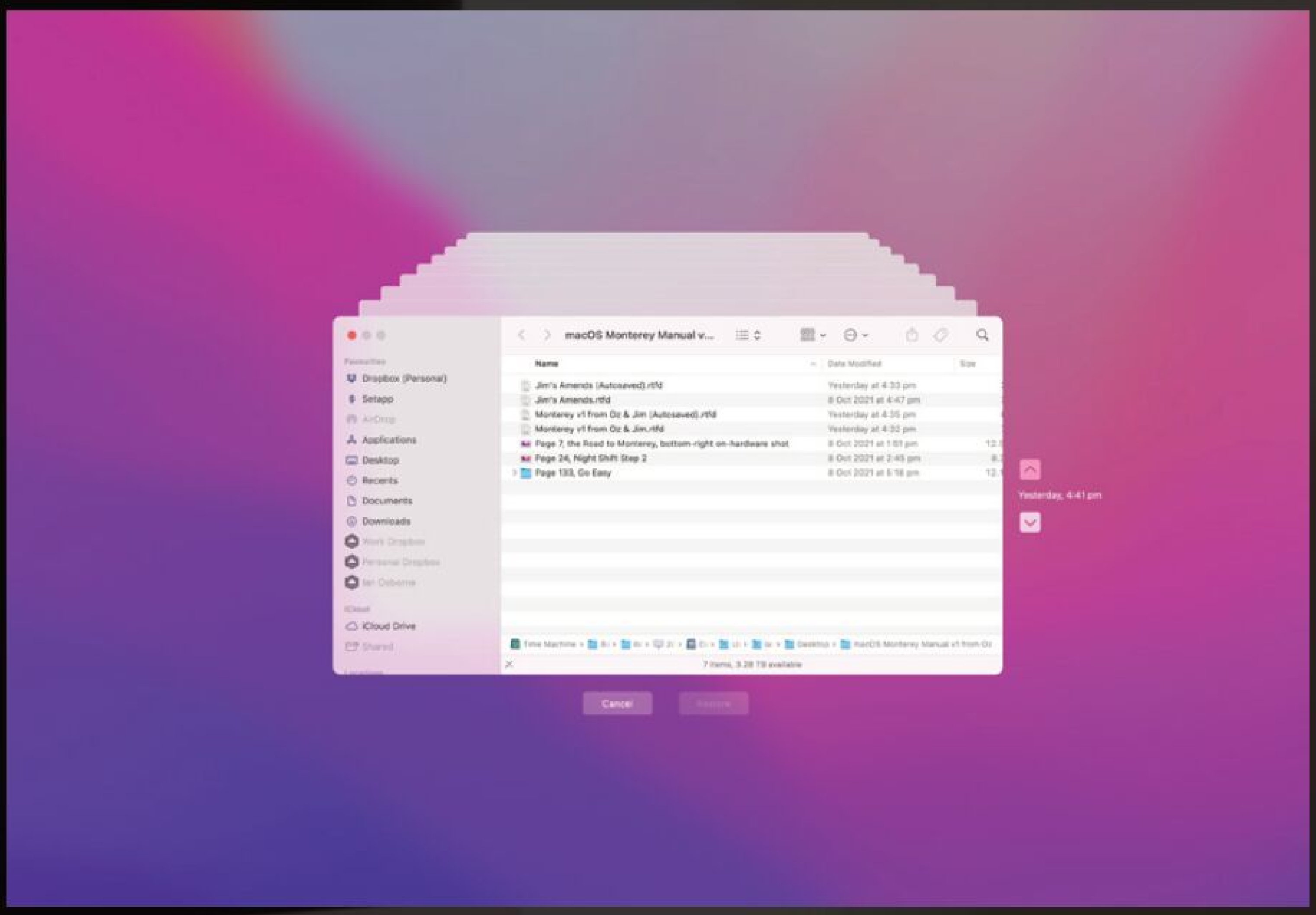
## External Hard Drives Advice

A word to the wise about external Time Machine hard drives. It's tempting to get a huge drive and partition it, with your data on one side and your Time Machine backups on the other. This is a really bad idea. If your external drive fails, you lose not only your data, but also your backups of that data. It's best to make sure everything – your boot drive and any data drives you use – is backed up, but do it on a different drive.

macOS 12.0
estore from Time Machine
u have a backup of your system that you want to restore.
einstall macOS Monterey beta
stall a new copy of macOS Monterey beta onto your Mac.
Safari
Browse Apple Support to get help with your Mac.
Disk Utility
Repair or erase a disk using Disk Utility.
Continue

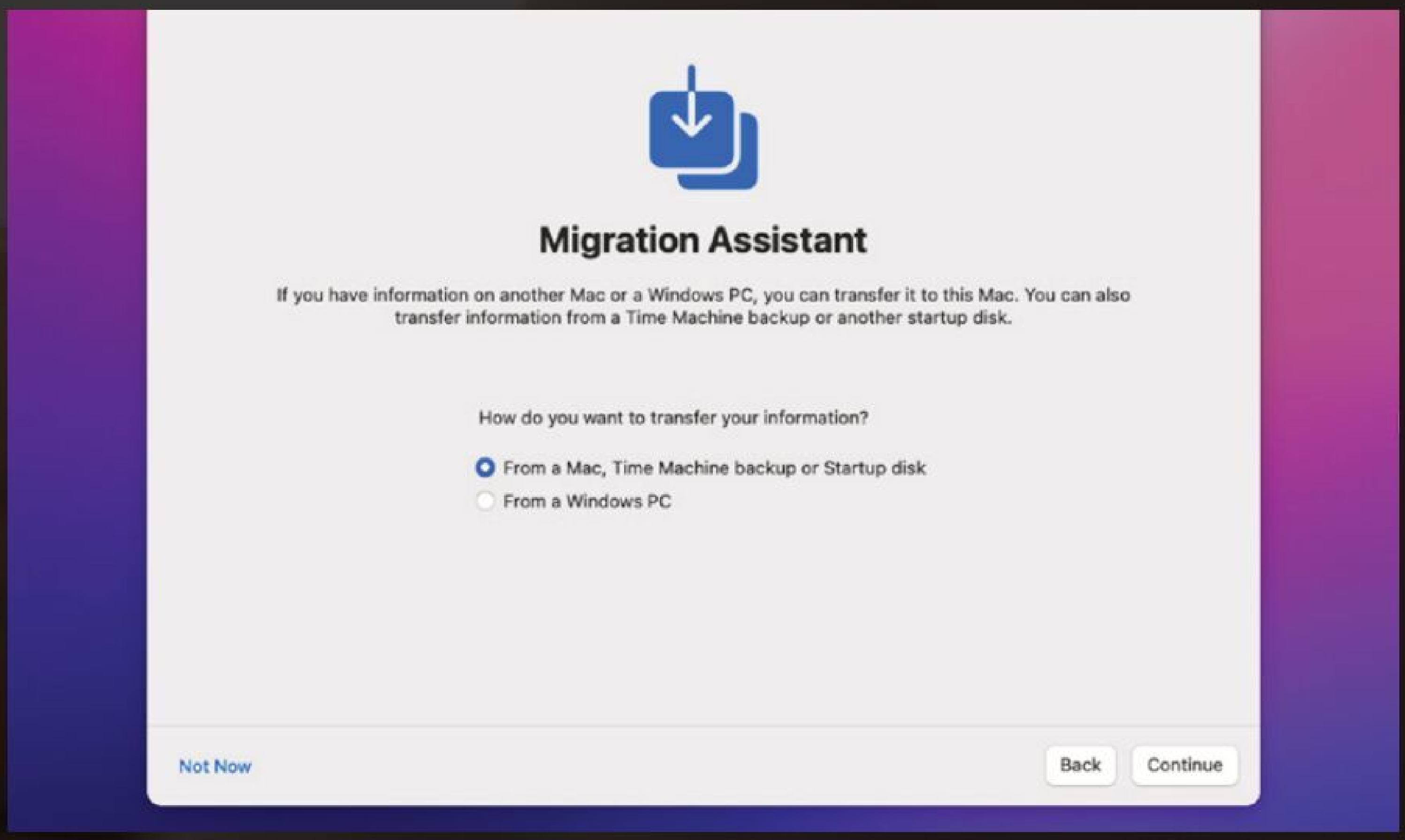
## Which Backup?

When restoring a Time Machine backup, you don't have to use the most recent one. If your Mac started giving you grief last Tuesday, for example, you might prefer to use the last backup on Monday evening, and see if that solves the problem. Any documents created or edited after this backup won't be carried over, of course, but you can always delve back into Time Machine and recover individual files.


macOS Monterey Manual v...
Cancel

## Setting Up a New Mac from a Time Machine Backup

If you've bought a new Mac and want to set it up using a Time Machine backup from your old one, follow the First-Time Setup guide until you get to this step, the Migration Assistant. Click on the first option, which includes transferring from a Time Machine backup, then Continue. Follow the on-screen instructions to have your files, folders and settings transferred to your new Mac from Time Machine.



**Migration Assistant**

If you have information on another Mac or a Windows PC, you can transfer it to this Mac. You can also transfer information from a Time Machine backup or another startup disk.

How do you want to transfer your information?

● From a Mac, Time Machine backup or Startup disk
○ From a Windows PC

Not Now
Back
Continue

# The Keyboard Customised Shortcuts

While Apple's classic pointer-driven interface is great for pretty much everything, you can make using your Mac even more quick and efficient by memorising a few simple keyboard shortcuts. The macOS has dozens of pre-configured keyboard shortcuts. Here are some of the most useful and most used shortcuts on your Mac.

## Finder Shortcuts

These shortcuts are available when you're using Mojave's Finder features, like windows and folders.

| | |
|---|---|
| Command + [ | Go to the previous folder |
| Command + ] | Go to the next folder |
| Command + ↑ | Navigate up one level |
| Command + ↓ | Navigate down one level |
| Option + Double click. | Open the selected folder in a new window and close the current window |
| Command + Double click | Open selected folder in a new tab |
| Command + Tab | Cycle forward through your opened applications |
| Command + Shift + Tab | Cycle backward through your opened applications |
| Space | Launch Quick Look |
| Command + A | Select all items in Finder |
| Command + Option + A | Deselect any selected items |
| Command + N | Open new Finder window |
| Command + Shift + K. | Open Network window |
| Command + I | Get info on an item |
| Command + J | Show view options |
| Command + Option + Esc. | Force quit an application |
| Command + Delete | Move the selected item to Trash |

## Common Application Shortcuts

Not every application supports every one of these shortcuts, but where they do, they come in very useful.

| | |
|---|---|
| Command + ` | Cycle through open App windows |
| Command + H | Hide the current window |
| Command + Option + H | Hide all open windows |
| Command + M | Minimise the current window |
| Command + Option + M. | Minimise all windows |
| Command + W | Close the selected window |
| Command + Option + W | Close all windows |
| Function + F3 | Launch/Quit Mission Control |

## File and Folder Shortcuts

You can cut, copy, paste, duplicate, open files and folders directly from the keyboard, using these handy shortcuts.

| | |
|---|---|
| Command + Shift + Delete | Empty Trash |
| Command + drag file/folder | Move the selected item to another location |
| Option + drag file/folder. | Copy item to another location |
| Command + L. | Make alias of selected items |
| Command + D | Duplicate the selected item |
| Command + C. | Copy the selected item |
| Command + X. | Cut the selected item |
| Command + V. | Paste copied/cut item |
| Command + Z. | Undo action |
| Command + Shift + N. | Create new folder |
| Command + Option + N | Create new Smart folder |
| Command + O | Open the selected item |
| Shift + Command + / | Show the Help menu |
| Command + , | Open App Preferencer |

## Desktop Shortcuts

With these shortcuts, you can access Mission Control, your application windows and hide/show the Dock.

| | |
|---|---|
| Function + F10 | See all Application windows |
| Function + F11 -. | Show the Desktop |
| Option + Command + D | Toggle Dock On/Off |
| Control + ← | Move to space on left |

## Mission Control Shortcuts

When you're in Mission Control, these shortcuts help you navigate your way around your desktop and apps.

| | |
|---|---|
| Control + → | Move to space on right |
| Control + # | Switch to a specific numbered (#) desktop |

## Screenshots

There are plenty of reasons why you might want to take a screenshot on your Mac. This is how you do it.

| | |
|---|---|
| Snap selected area | Cmd-Shift-4 and drag over an area while dragging, hold the space bar to move the selected area, hold Shift to change size in one direction only or Option to start selecting from the centre |
| Snap a window | Cmd-Shift-4, press space bar and click on the window |
| Snap entire screen | Cmd-Shift-3 |
| New screenshots options | cmd-Shift-5 |

## Display and Accessibility Shortcuts

These shortcuts control your display, and also features associated with Apple's Accessibility options.

| | |
|---|---|
| F1 | Decrease screen brightness |
| F2 | Increase screen brightness |
| Command + F5 | VoiceOver on/off |
| Option + Command + F5 | Display Accessibility controls |
| Command + Option + 8 | Zoom On/Off |
| Command + Option + + | Zoom in |
| Command + Option + - | Zoom out |

## Document Shortcuts

These shortcuts come in very handy when you're creating or editing a document, and they work in most apps.

| | |
|---|---|
| Command + I | Italicise the selected text, or turn italics on or off |
| Command + U | Underline the selected text, or turn underlining on or off |
| Command + T | Show or hide the Fonts pane |
| Command + D | When saving a document, this selects the Desktop folder |
| Command + Control + D | Highlight a word and this shortcut shows its definition |
| Command + Shift + : | Display the Spelling and Grammar pane |
| Command + ; | Spellcheck the document |
| Option + Delete | Delete the word to the left of the cursor |
| Control + H | Delete the character to the left of the insertion point. Or use Shift + Delete |
| Control + D | Delete the character to the right of the cursor |
| Fn + Delete | Forward delete on keyboards without a Forward Delete key |
| Control + K | Delete the text between the cursor and the end of the line or paragraph |
| Fn + Up Arrow | Scroll up one page |
| Fn + Down Arrow | Scroll down one page |
| Fn + Left Arrow | Move to the beginning of a document |
| Fn + Right Arrow | Move to the end of a document |
| Command + Up Arrow | Move the cursor to the beginning of the document |
| Command + Down Arrow | Move the cursor to the end of the document |
| Command + Left Arrow | Move the cursor to the beginning of the current line |
| Command + Right Arrow | Move the cursor to the end of the current line |

## Boot, Sleep and Shutdown Shortcuts.

These are not strictly speaking keyboard shortcuts, but are used when starting or shutting down your Mac to access various options. Some of these options are especially useful if you have a problem with your Mac.

### Power Button (Ⓘ)

| | |
|---|---|
| Press once | Put Mac to sleep |
| Press again | Wake Mac up |
| Hold | Force Mac shutdown |
| Command + Control + Ⓘ | Force Mac to restart |

### While Starting

| | |
|---|---|
| Option (hold) | Display bootable volumes |
| Shift (hold) | Start in Safe Mode |
| Left Shift (hold) | Bypass automatic login |
| C (hold) | Boot from other media |
| T (hold) | Start in FireWire target disk mode |
| N (hold) | Start from NetBoot server |
| X (hold) | Force Mac startup |
| Command + R (hold) | Start in Recovery Mode |
| ⏏ (hold) | Eject discs |

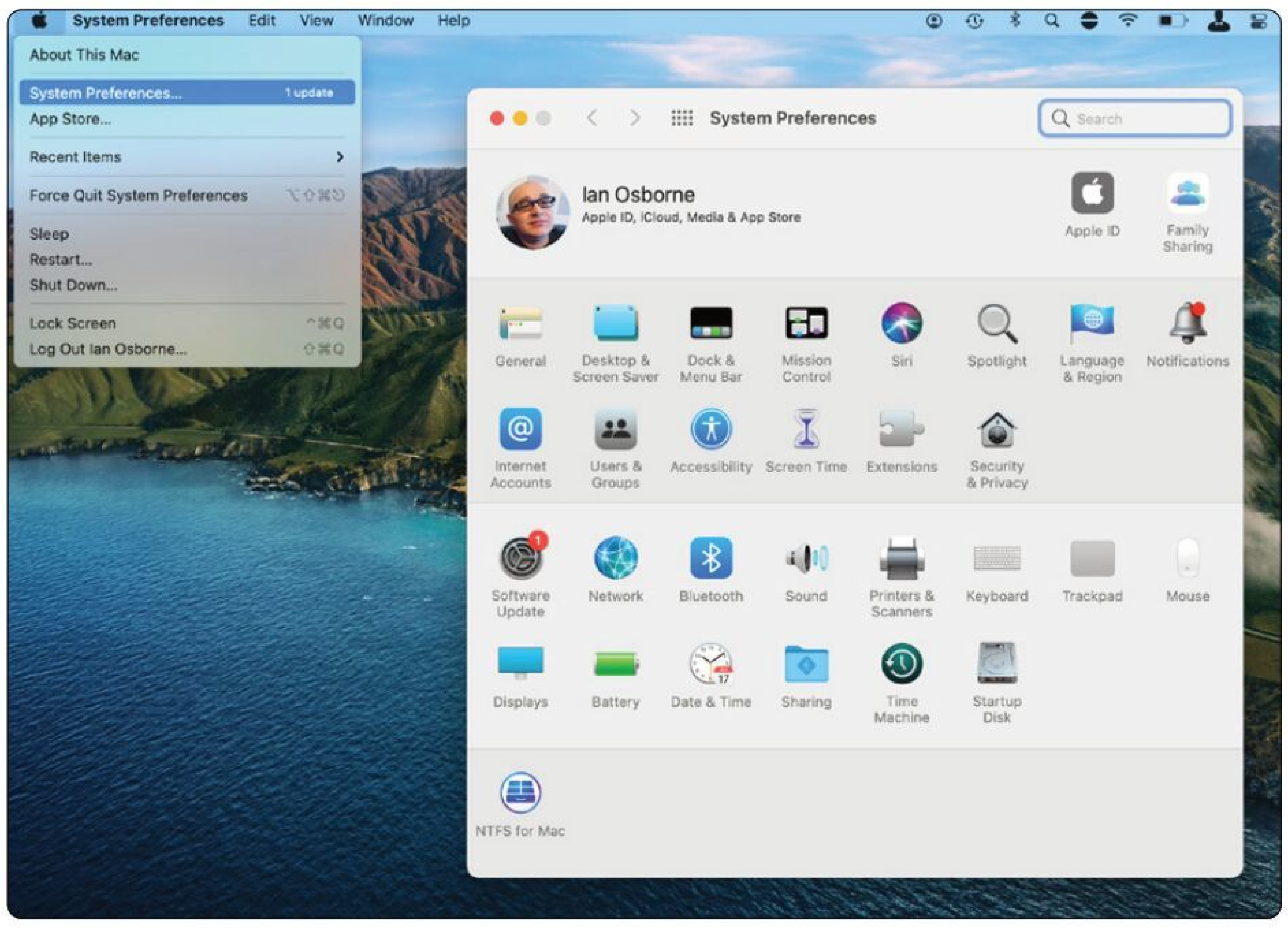
### Shutting Down

| | |
|---|---|
| Control + ⏏ | Show restart/sleep/shutdown |
| Command + Option + Control + ⏏ | Quit all of your opened applications |
| Shift + Control + ⏏ | Put displays to sleep |
| Command + Shift + Q | Log out |
| Command + Shift + Option + Q | Log out (immediately) |

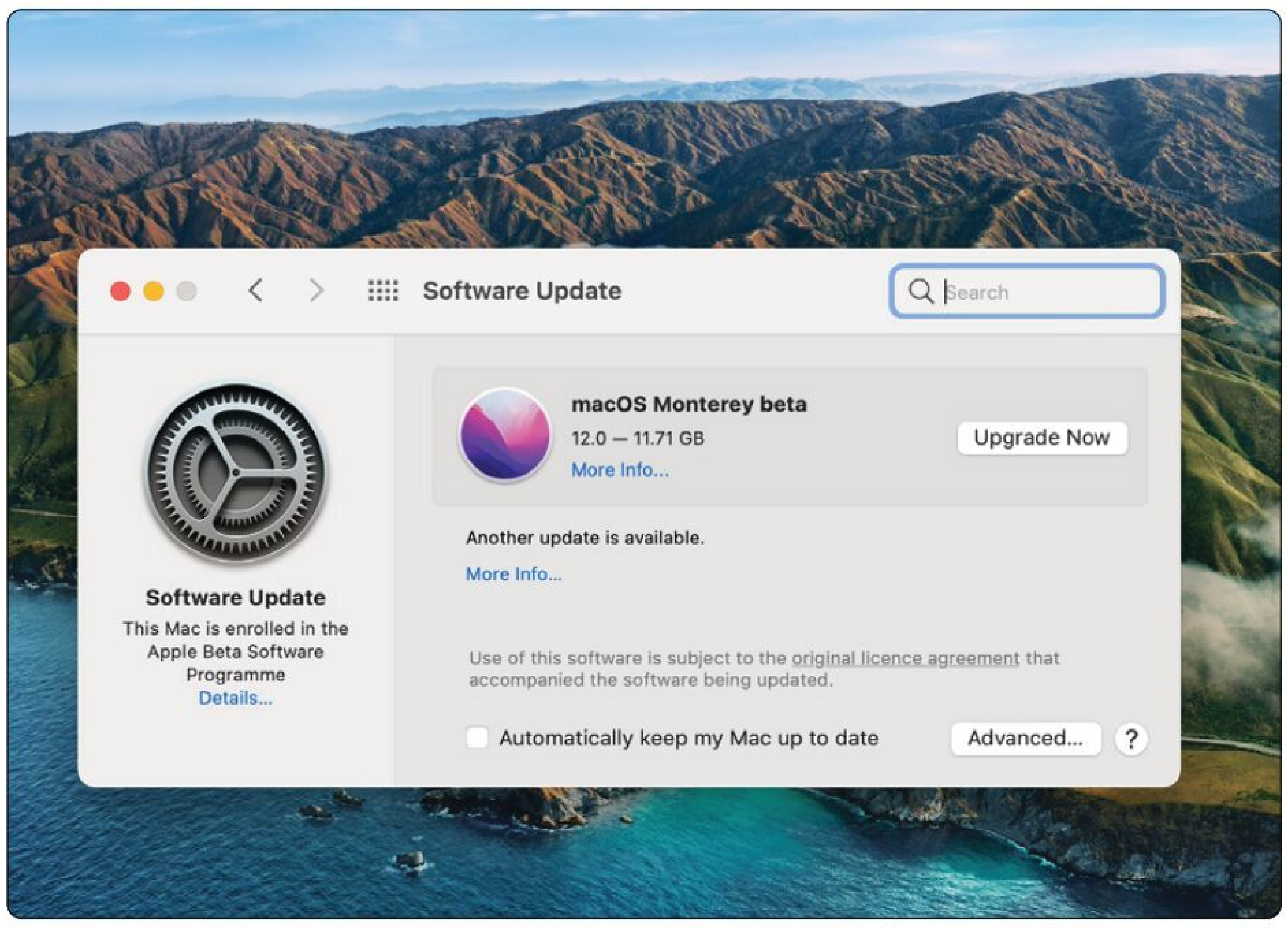
# Update macOS To Monterey

You can also use these tips to upgrade to future macOS releases, whenever they are made available.

If your Mac is running an older version of the operating system, you're probably keen to upgrade to the latest release of macOS Monterey. It's completely free of charge, and as long as your Mac meets the minimum system requirements, it's very easy to do. To update your Mac to macOS Monterey, you need an Internet connection, and it's best to plug in your charger too.


System Preferences
Edit
View
Window
Help
About This Mac
System Preferences...
1 update
App Store...
Recent Items
Force Quit System Preferences
Sleep
Restart...
Shut Down...
Lock Screen
Log Out Ian Osborne...
System Preferences
Search
Ian Osborne
Apple ID, iCloud, Media & App Store
Apple ID
Family Sharing
General
Desktop & Screen Saver
Dock & Menu Bar
Mission Control
Siri
Spotlight
Language & Region
Notifications
Internet Accounts
Users & Groups
Accessibility
Screen Time
Extensions
Security & Privacy
Software Update
Network
Bluetooth
Sound
Printers & Scanners
Keyboard
Trackpad
Mouse
Displays
Battery
Date & Time
Sharing
Time Machine
Startup Disk
NTFS for Mac

**1** When an update to your current version of macOS – or a new release entirely – is available, Software Update is badged in System Preferences. In the Apple menu, there's an update listed in System Preferences too.


Software Update
Search
Software Update
Details...
More Info...
Upgrade Now
More Info...
Advanced...
?

This Mac is enrolled in the Apple Beta Software Programme

macOS Monterey beta
12.0 — 11.71 GB

Another update is available.

Use of this software is subject to the original licence agreement that accompanied the software being updated.

☐ Automatically keep my Mac up to date

**2** Open System Preferences from the Apple menu, the Dock or LaunchPad (it doesn't matter which), and click on the badged Software Update icon. It checks for an update, then tells you what it is. Click the Upgrade Now button.

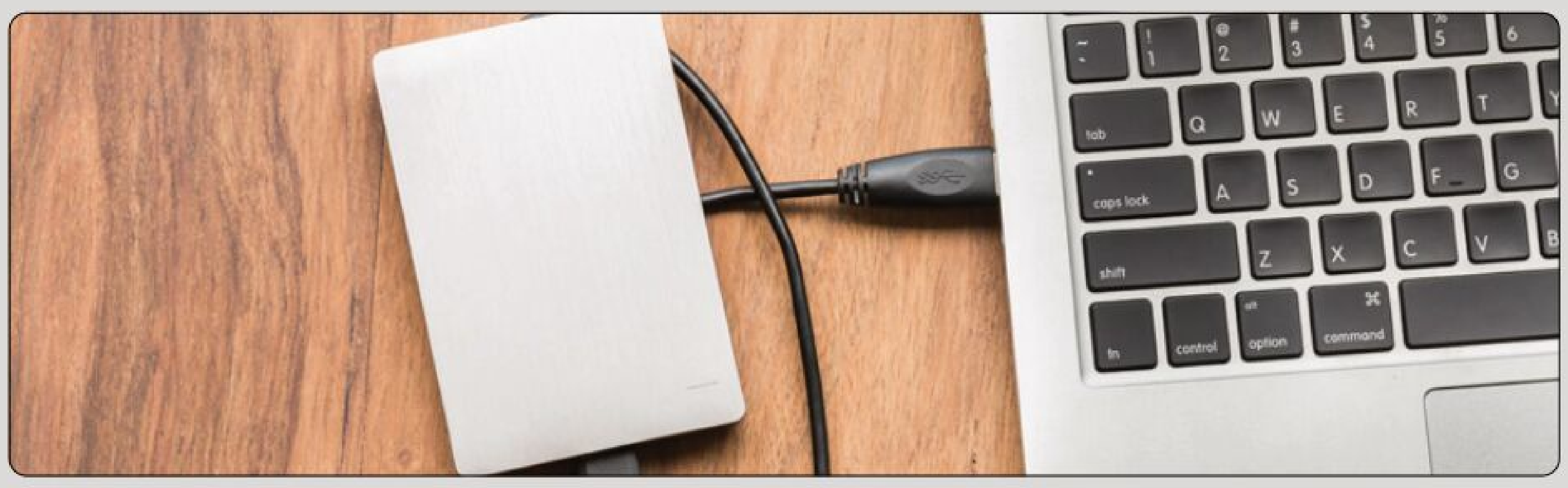
## Minimum Requirements For macOS Monterey.

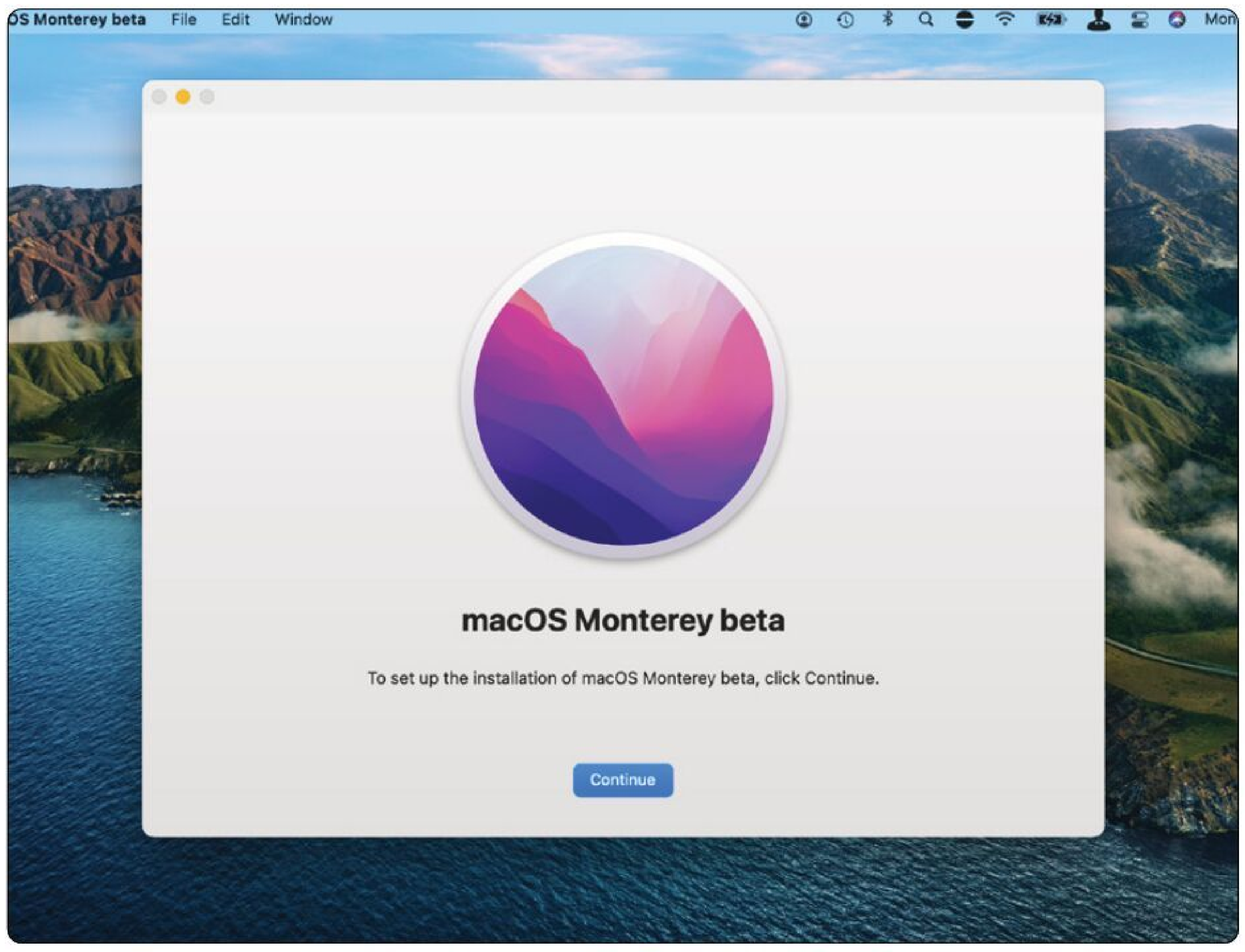
Apple can't support older Macs forever, and in the step up to macOS Monterey, a few models have been left behind. If you're running macOS Big Sur on a 2014 or early 2015 iMac, a MacBook Air from 2014 or earlier or a first-generation, 2015 MacBook, for example, you're out of luck. But if you have one of the models listed below, you can upgrade to the latest version of macOS right now. If you're unsure which model of Mac you have, click on the Apple icon in the menu bar (top left), and select About This Mac.

| | |
|---|---|
| MacBook | Early 2016 and later |
| MacBook Air | Early 2015 and later |
| MacBook Pro | Early 2015 and later |
| Mac Pro | Late 2013 and later |
| Mac mini | Late 2014 and later |
| iMac | Late 2015 and later |
| iMac Pro | 2017 and later |

## Make a Backup Before You Start.

Upgrading the macOS operating system is a big step, so as always, before making any major change to your computer, it's a good idea to make a backup of your data using Time Machine. The upgrade is a very safe process and won't damage your files by itself, but there's always the unexpected risk of a drive failure or a power cut during the installation process, which could leave your Mac crippled. In the unlikely event of this happening, you can simply restore your Time Machine backup to your Mac and try again.

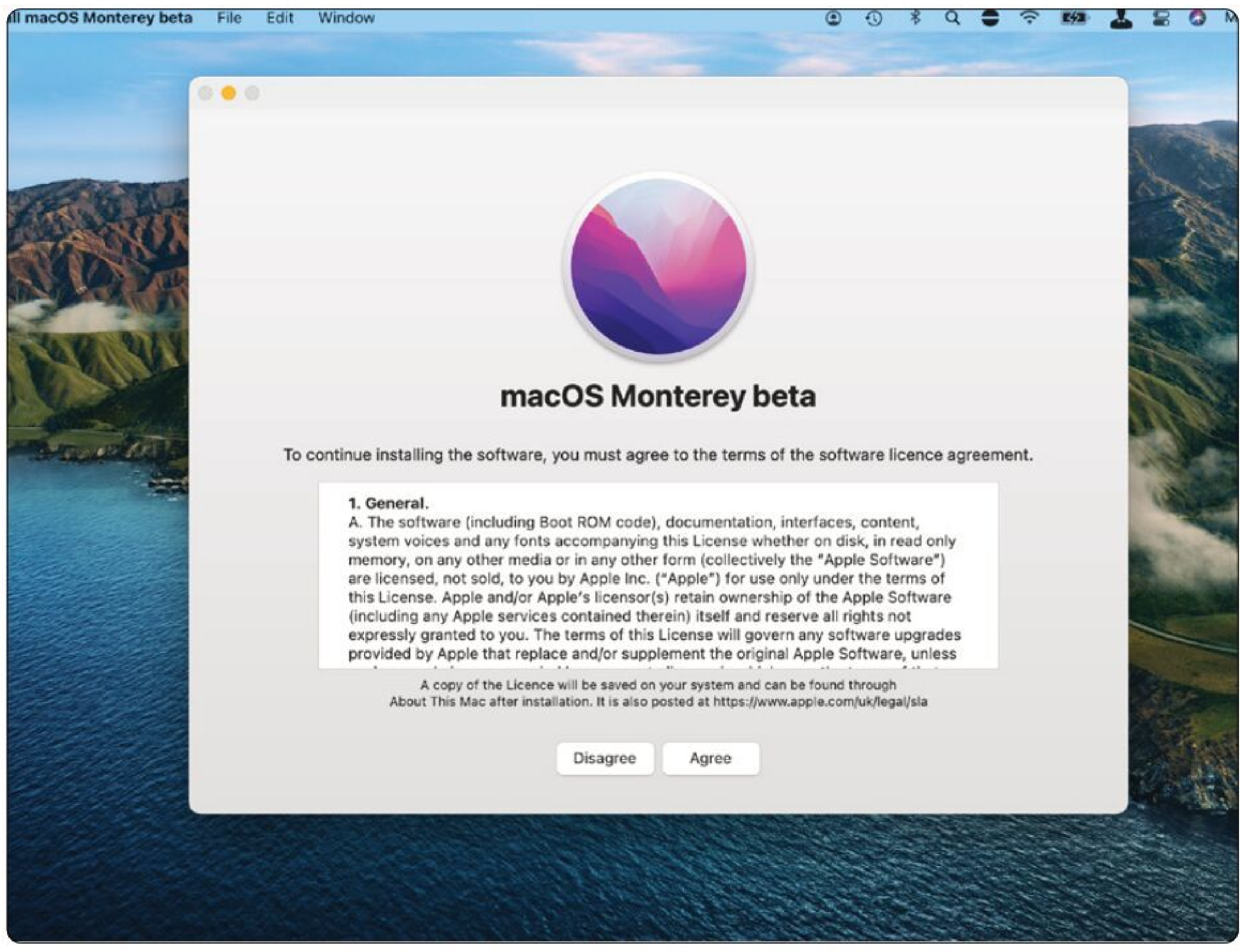



macOS Monterey beta
File
Edit
Window
Continue

macOS Monterey beta

To set up the installation of macOS Monterey beta, click Continue.

**3** The installer downloads and automatically launches with this screen. Click Continue if you're ready to install and if not, quit it and install from the Applications folder later.


macOS Monterey beta
File
Edit
Window
Disagree
Agree

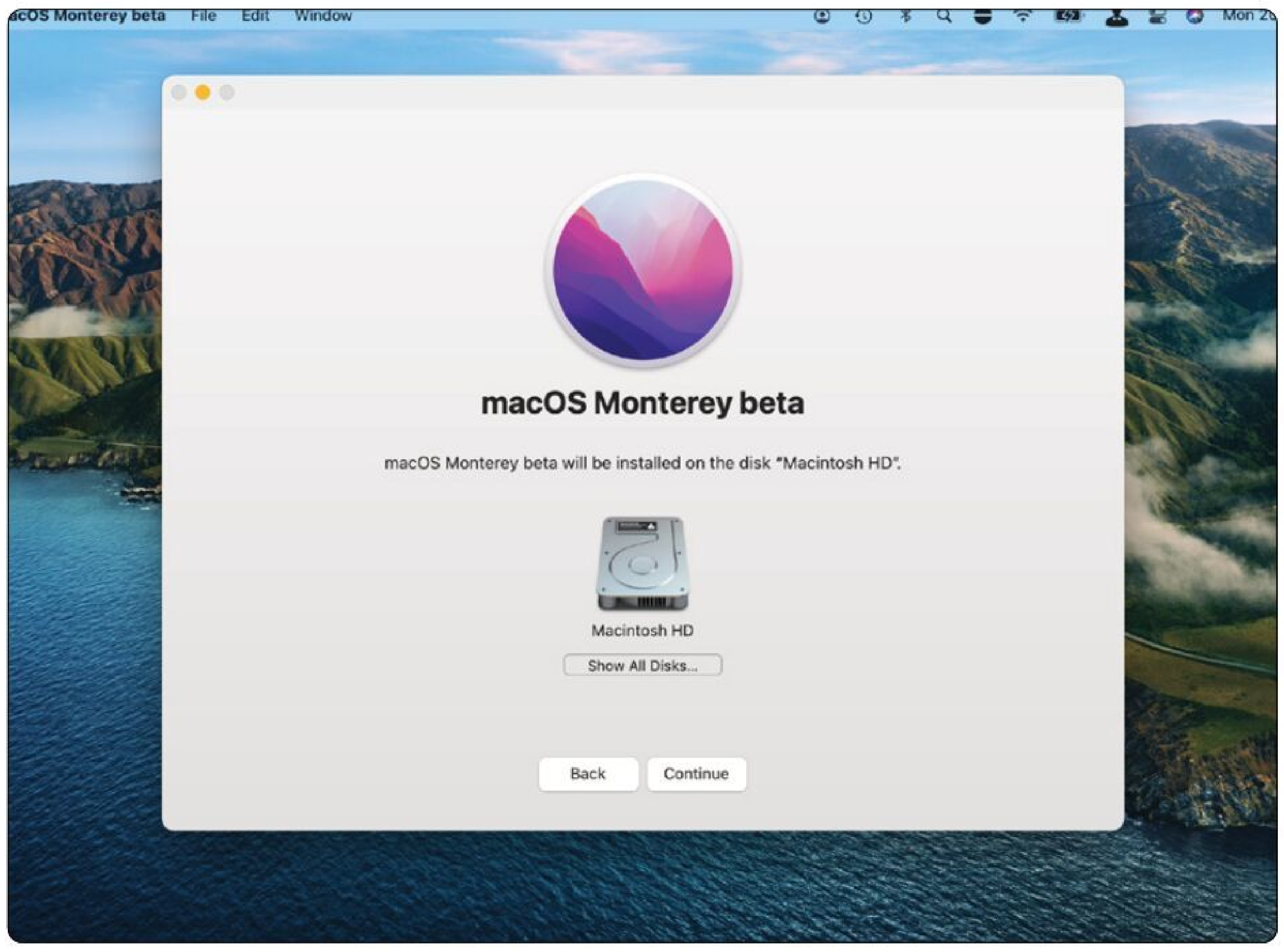
macOS Monterey beta

To continue installing the software, you must agree to the terms of the software licence agreement.

1. General.
A. The software (including Boot ROM code), documentation, interfaces, content, system voices and any fonts accompanying this License whether on disk, in read only memory, on any other media or in any other form (collectively the "Apple Software") are licensed, not sold, to you by Apple Inc. ("Apple") for use only under the terms of this License. Apple and/or Apple's licensor(s) retain ownership of the Apple Software (including any Apple services contained therein) itself and reserve all rights not expressly granted to you. The terms of this License will govern any software upgrades provided by Apple that replace and/or supplement the original Apple Software, unless

A copy of the Licence will be saved on your system and can be found through About This Mac after installation. It is also posted at https://www.apple.com/uk/legal/sla

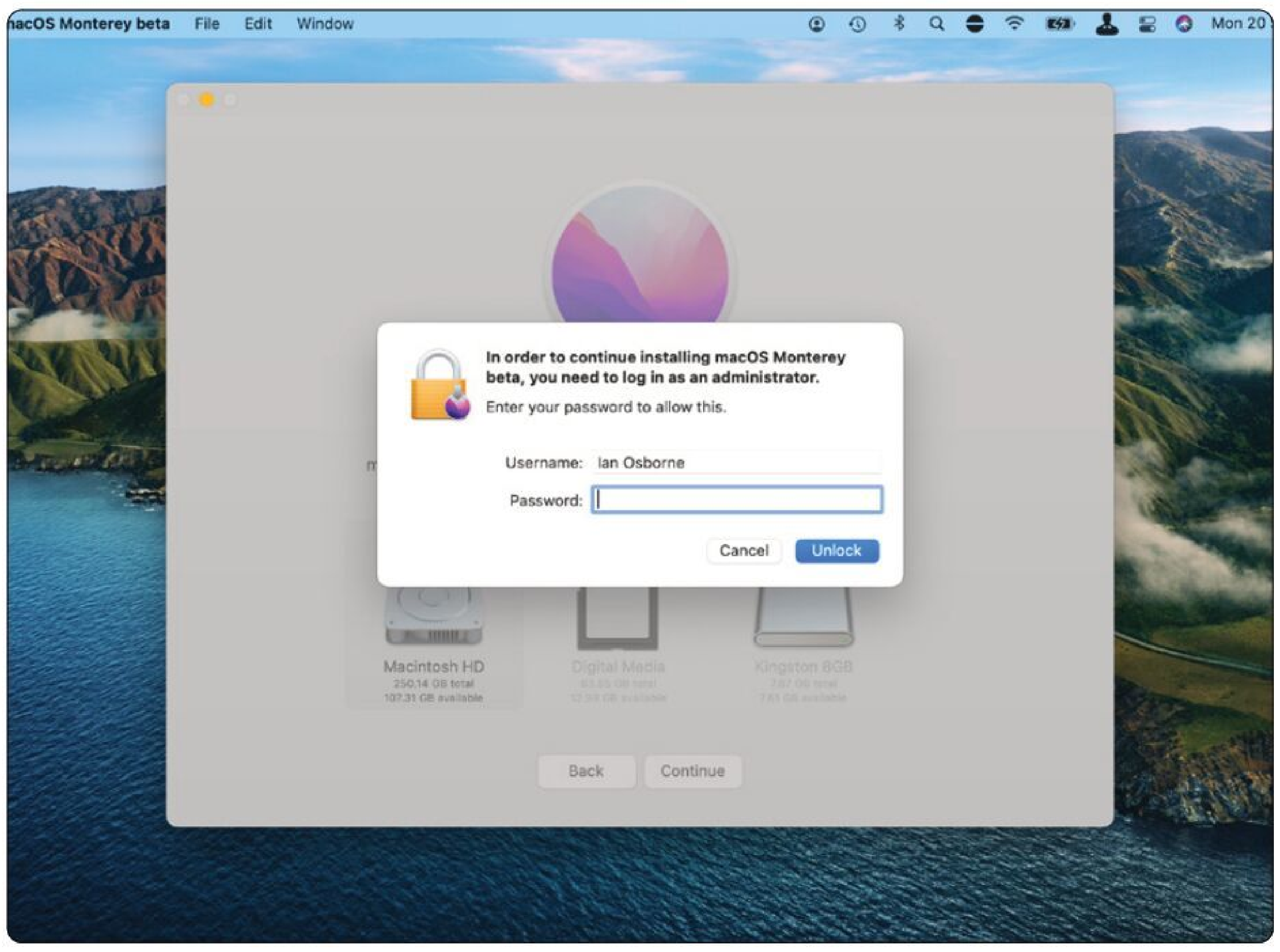
**4** Next step is terms and conditions. You have to click on Agree to continue. If you don't have time to read them, there's a copy available in About This Mac, after the installation.


macOS Monterey beta
File
Edit
Window
Macintosh HD
Show All Disks...
Back
Continue

macOS Monterey beta

macOS Monterey beta will be installed on the disk "Macintosh HD".

**5** Next choose the hard drive you want to install Monterey on. It will probably be your Mac's own hard drive, but you can also use an attached external drive. Choose then click continue.

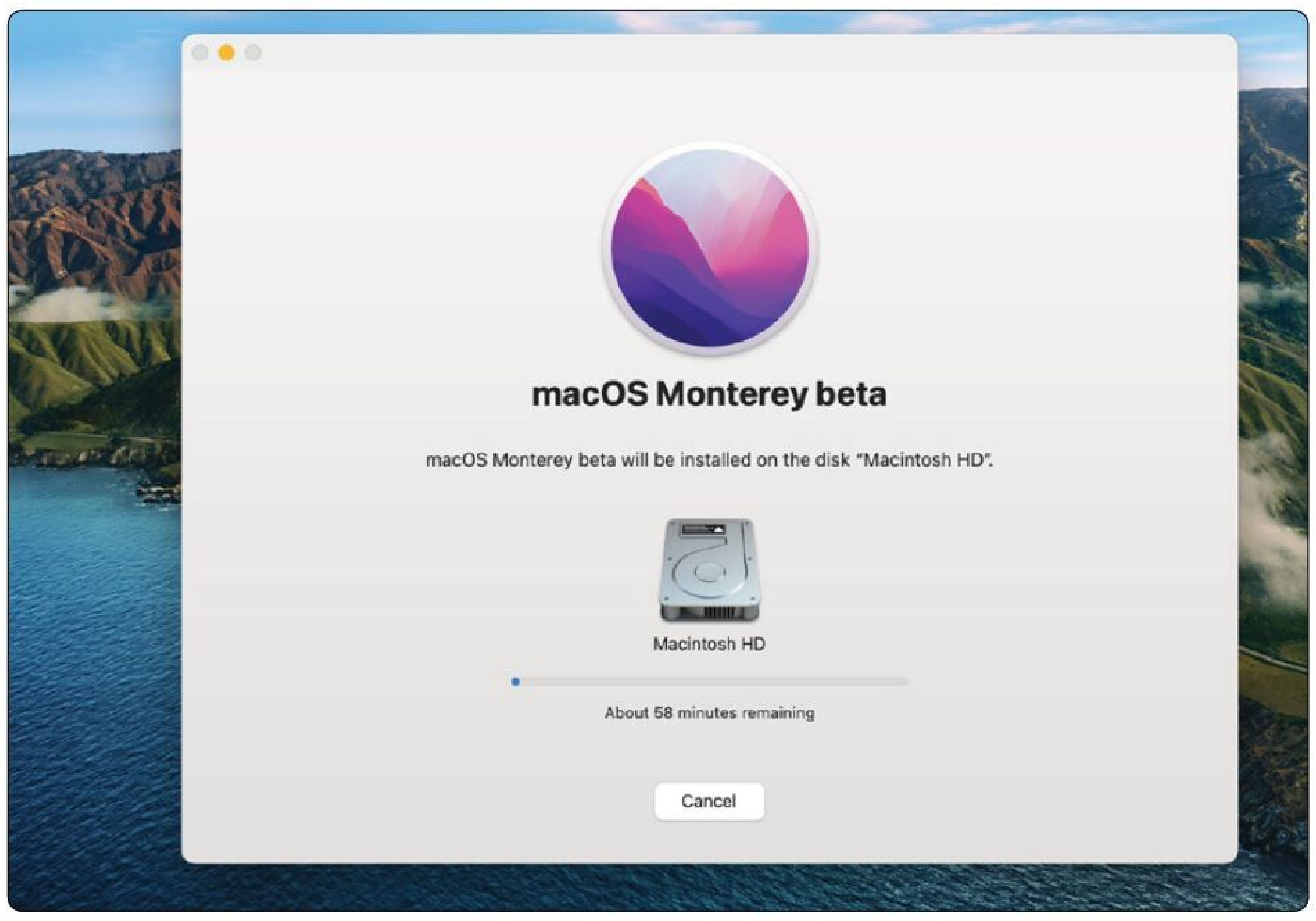

macOS Monterey beta
File
Edit
Window
Cancel
Unlock
Macintosh HD
250.14 GB total
107.31 GB available
Digital Media
Kingston 8GB
Back
Continue

In order to continue installing macOS Monterey beta, you need to log in as an administrator.

Enter your password to allow this.

Username: Ian Osborne
Password:

**6** After entering your admin password, Monterey begins the first stage of its installation. All you can do now is wait. Make sure you don't turn off or unplug your Mac during the process.

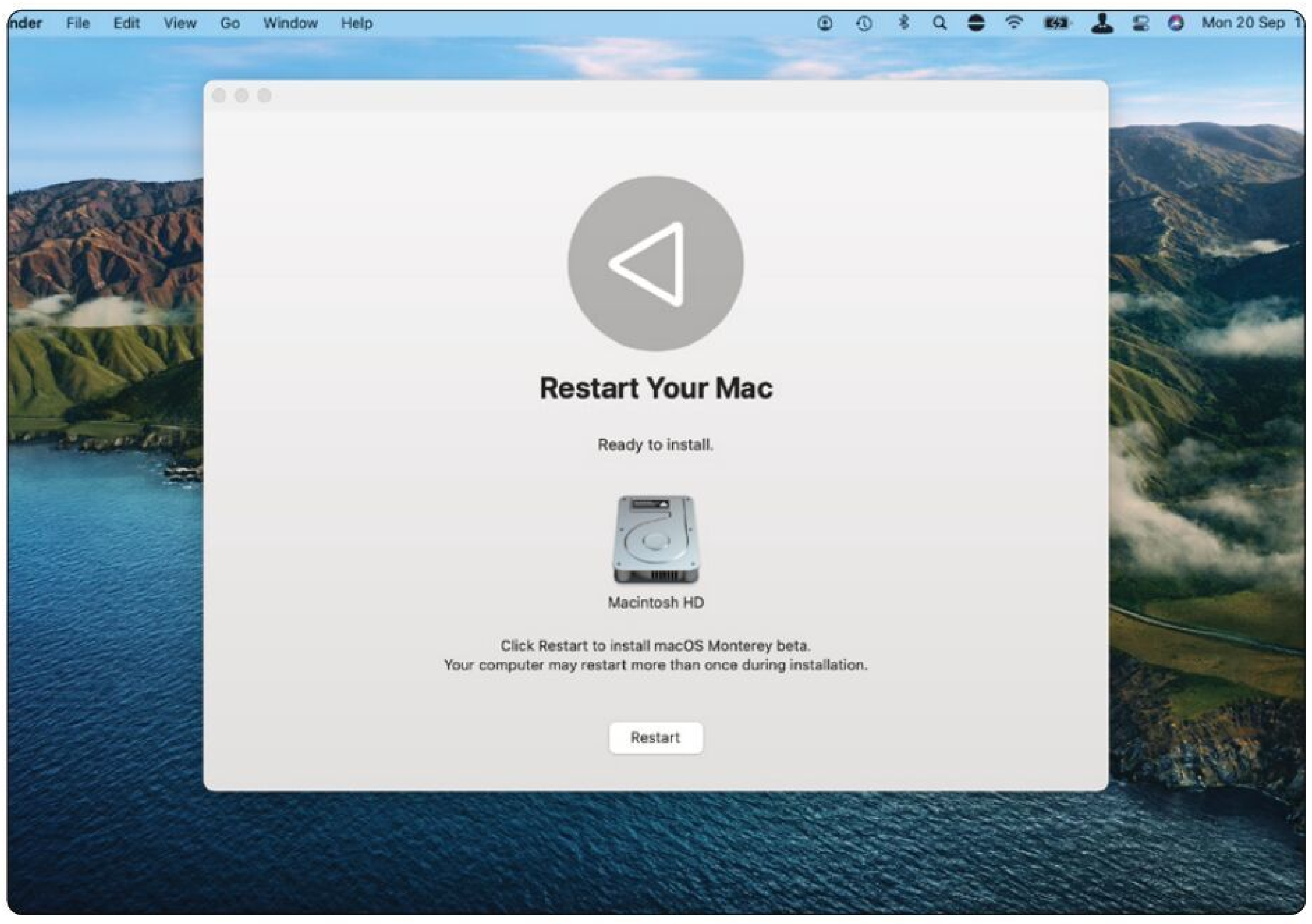

Macintosh HD
Cancel

macOS Monterey beta

macOS Monterey beta will be installed on the disk "Macintosh HD".

About 58 minutes remaining

**7** The new operating system downloads and installs on your Mac. When the installation is complete, your Mac closes down any open apps and restarts, continuing the installation of macOS Monterey.


File
Edit
View
Go
Window
Help
Mon 20 Sep
Macintosh HD
Restart

Restart Your Mac

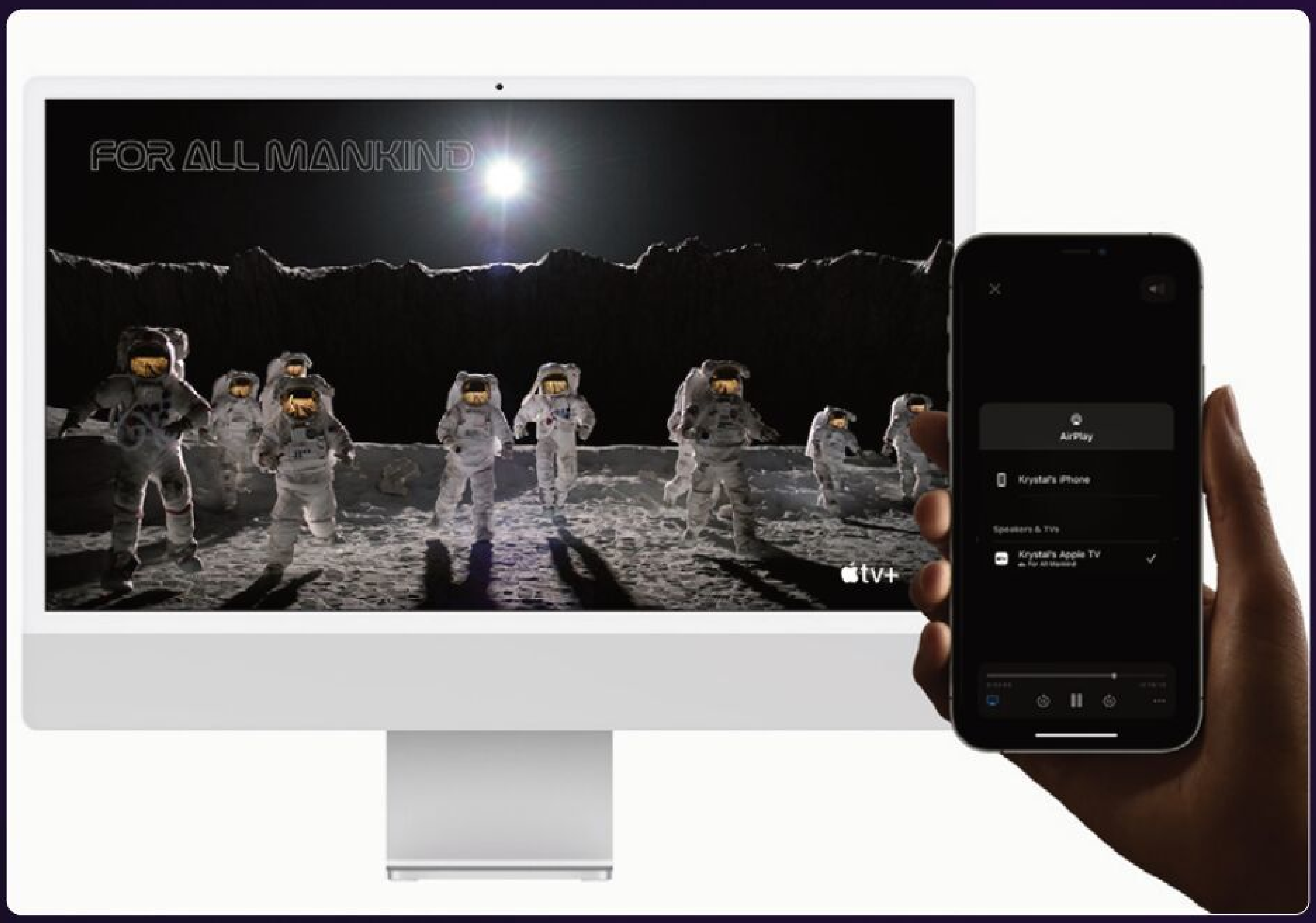
Ready to install.

Click Restart to install macOS Monterey beta.
Your computer may restart more than once during installation.

**8** When instructed, click Restart and your Mac reboots into macOS Monterey. You're asked to choose a few options, which can be changed later if you wish, and after that, the setup of Monterey is complete.

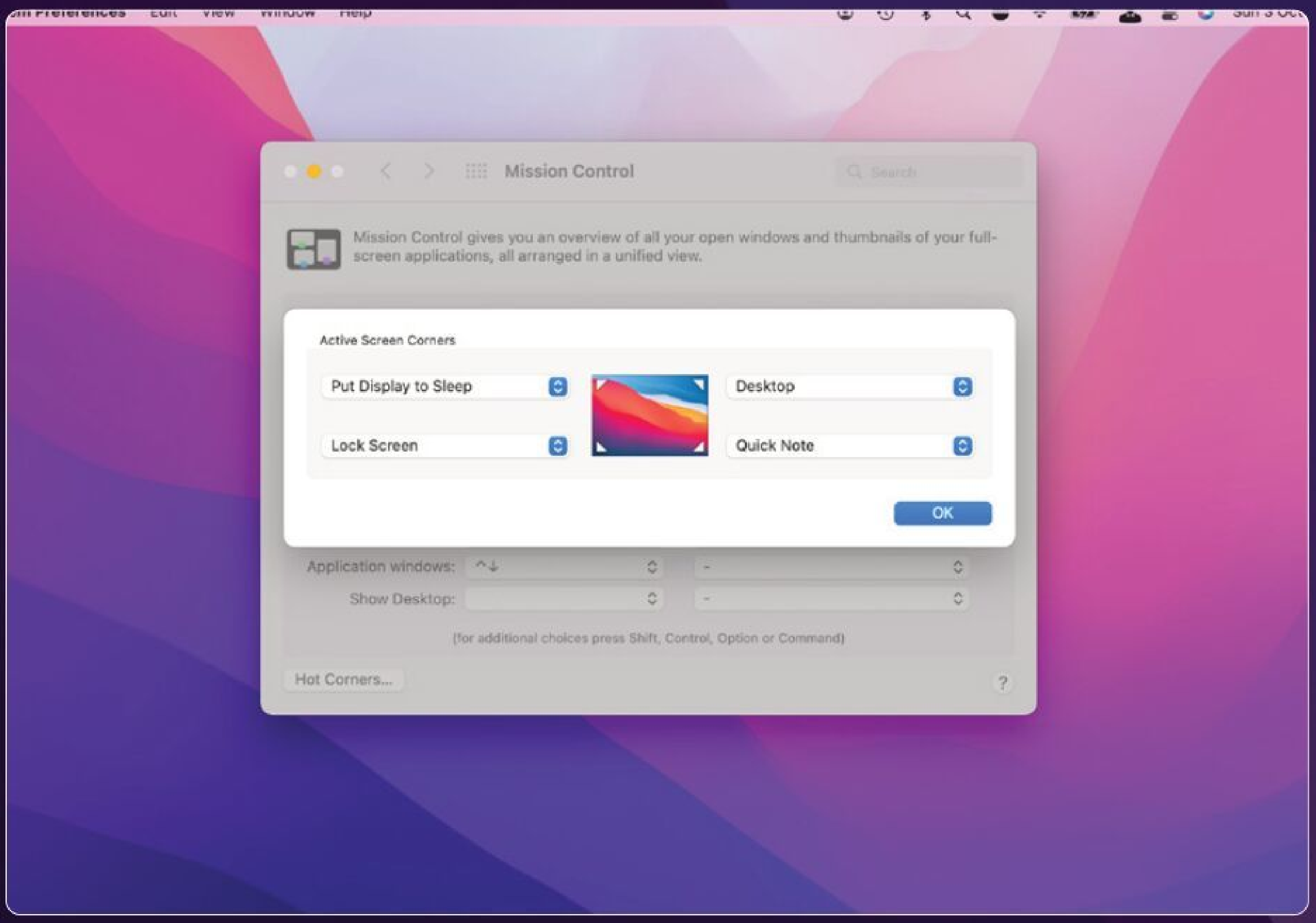
# Top Tips for macOS Monterey

These Mac tips will help you get the most from your Monterey experience and improve your knowledge and efficiency for when you need to get the job done. Every Mac user needs to know these tips, so let's get cracking.


FOR ALL MANKIND
tv+
AirPlay

## AirPlay to Mac

You can use the AirPlay feature to play, present and share content from a mobile device to your Mac. You can enjoy your music using your Mac's sound system as an AirPlay speaker, or watch your videos on its Retina screen.


Mission Control

Mission Control gives you an overview of all your open windows and thumbnails of your full-screen applications, all arranged in a unified view.

Active Screen Corners

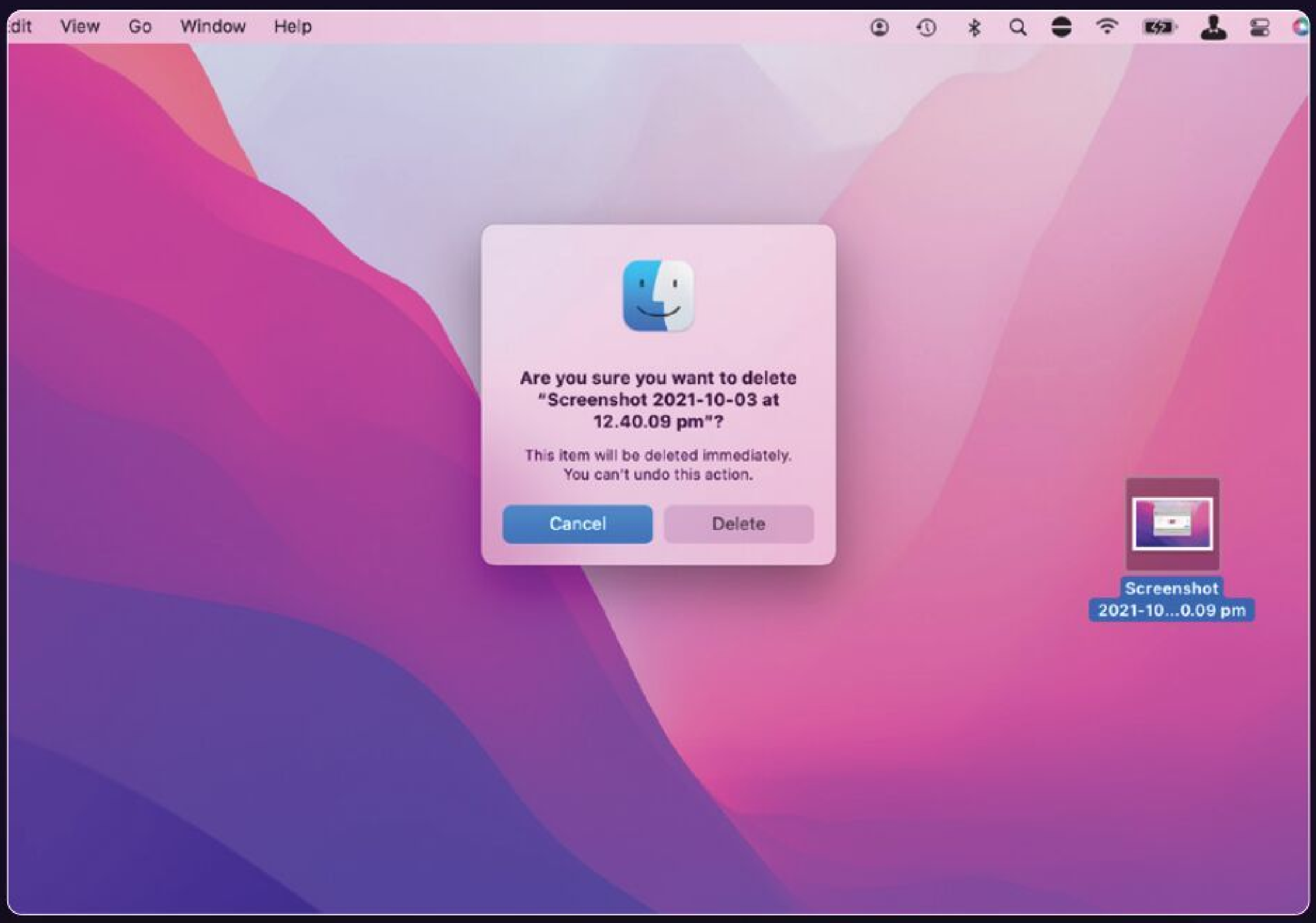
Put Display to Sleep
Desktop
Lock Screen
Quick Note

Application windows: ^↓
Show Desktop:

(for additional choices press Shift, Control, Option or Command)
OK
Hot Corners...

## Hot Corners

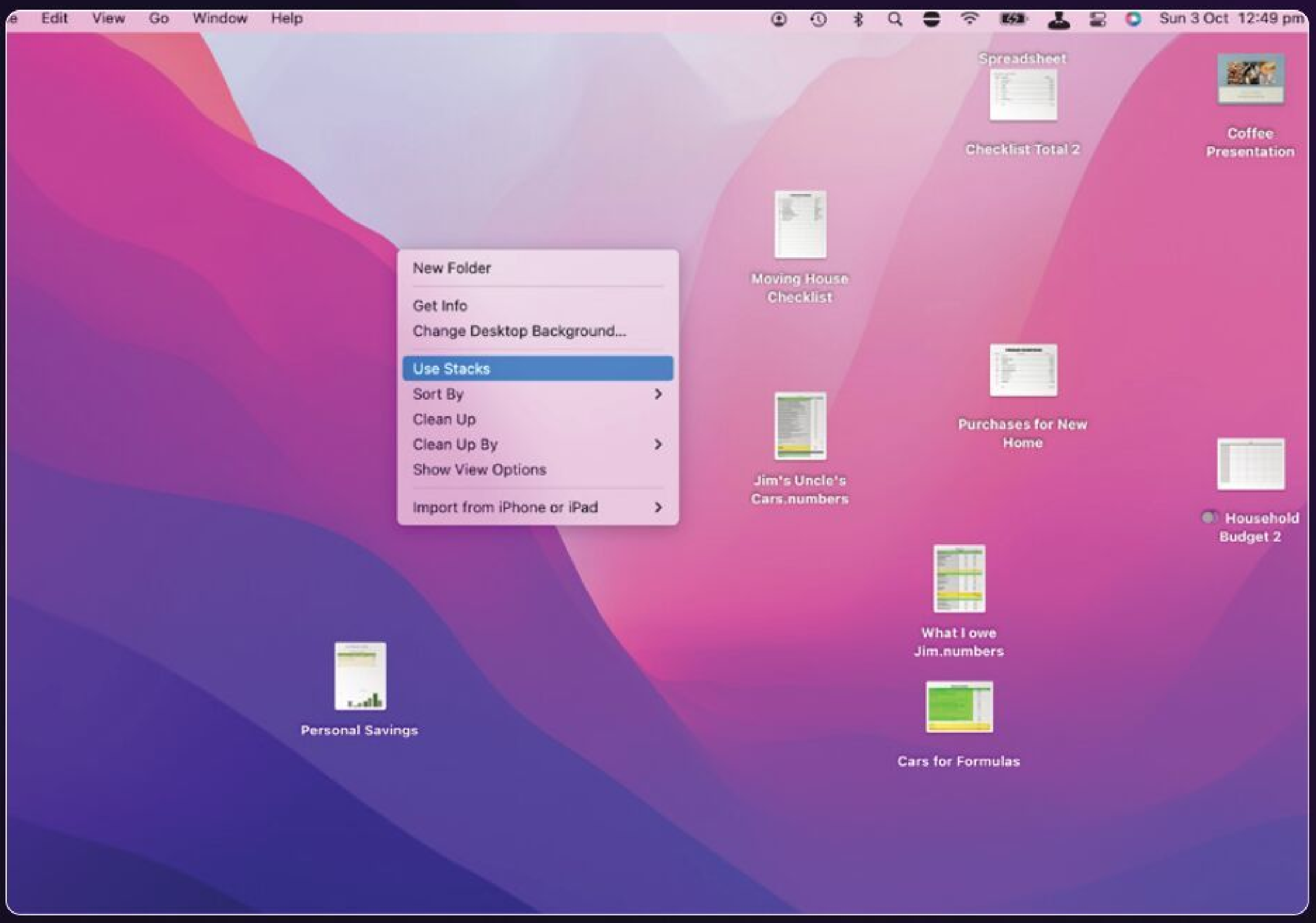
Hot Corners are the physical corners of the desktop, that can be customised to perform certain tasks when your mouse hovers over them. Go to System Preferences > Mission Control > Hot Corners to set them up.


Are you sure you want to delete "Screenshot 2021-10-03 at 12.40.09 pm"?

This item will be deleted immediately. You can't undo this action.
Cancel
Delete
Screenshot 2021-10...0.09 pm

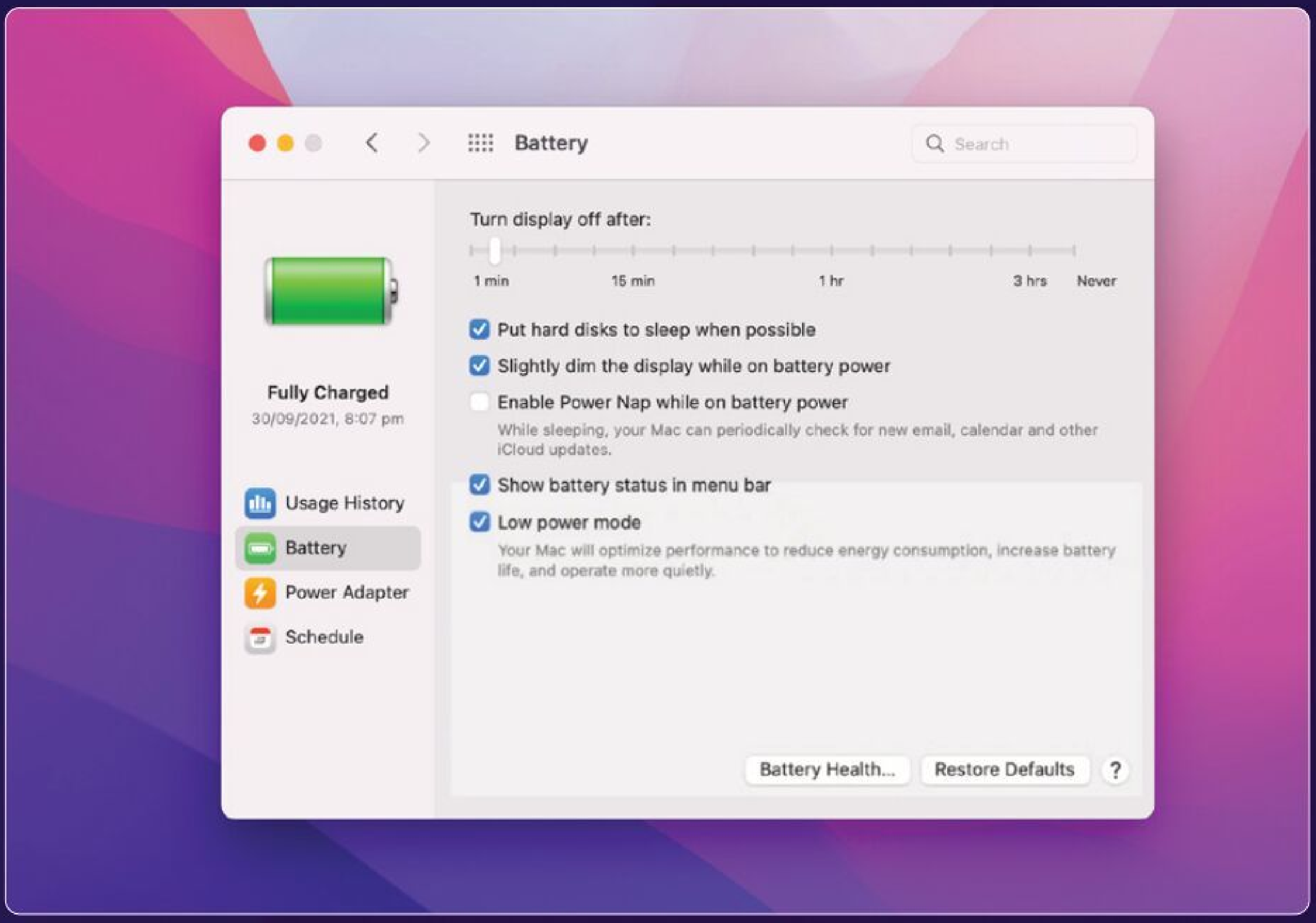
## Immediate Deletion

If you wanted to delete a file immediately, simply select a file, press alt and cmd together and then press Delete. You get a window inviting you to delete the file. Do so and it's deleted, without being placed into the bin first.


New Folder
Get Info
Change Desktop Background...
Use Stacks
Sort By
Clean Up
Clean Up By
Show View Options
Import from iPhone or iPad
Personal Savings

## Use Stacks

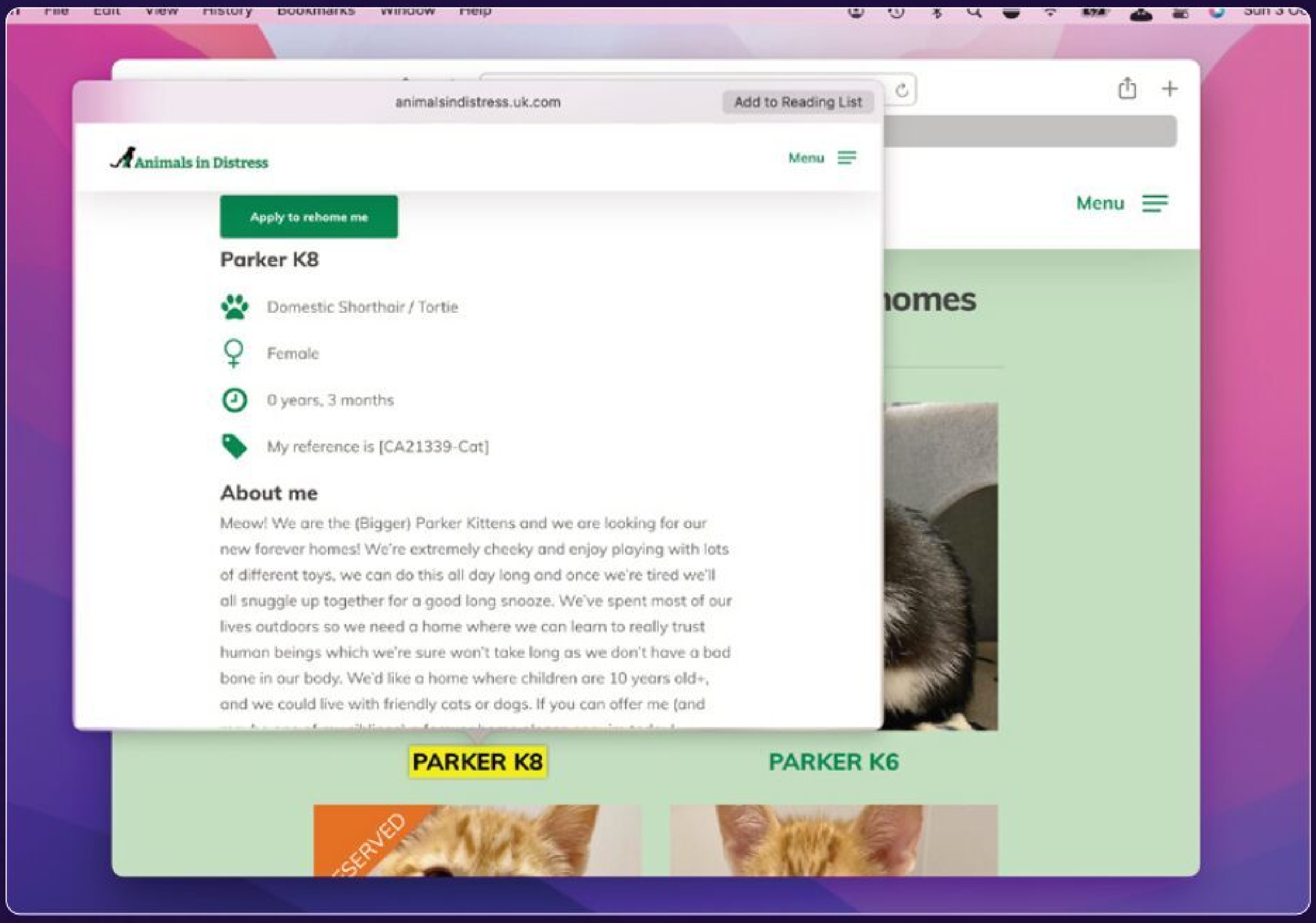
If you've got a lot of content on your desktop, there's a quick and easy way of sorting them by Stacks. Right-click the desktop and choose Use Stacks from the menu. Then Monterey automatically organises everything by its file type.


Battery
Search
Usage History
Battery
Power Adapter
Schedule
1 min
15 min
1 hr
3 hrs
Never
Battery Health...
Restore Defaults
?

Fully Charged
30/09/2021, 8:07 pm

Turn display off after:

☑ Put hard disks to sleep when possible
☑ Slightly dim the display while on battery power
☐ Enable Power Nap while on battery power
While sleeping, your Mac can periodically check for new email, calendar and other iCloud updates.
☑ Show battery status in menu bar
☑ Low power mode
Your Mac will optimize performance to reduce energy consumption, increase battery life, and operate more quietly.


animalsindistress.uk.com
Add to Reading List
Animals in Distress
Menu
Apply to rehome me
homes
PARKER K8
PARKER K6
RESERVED

Parker K8

Domestic Shorthair / Tortie
Female
0 years, 3 months
My reference is [CA21339-Cat]

About me

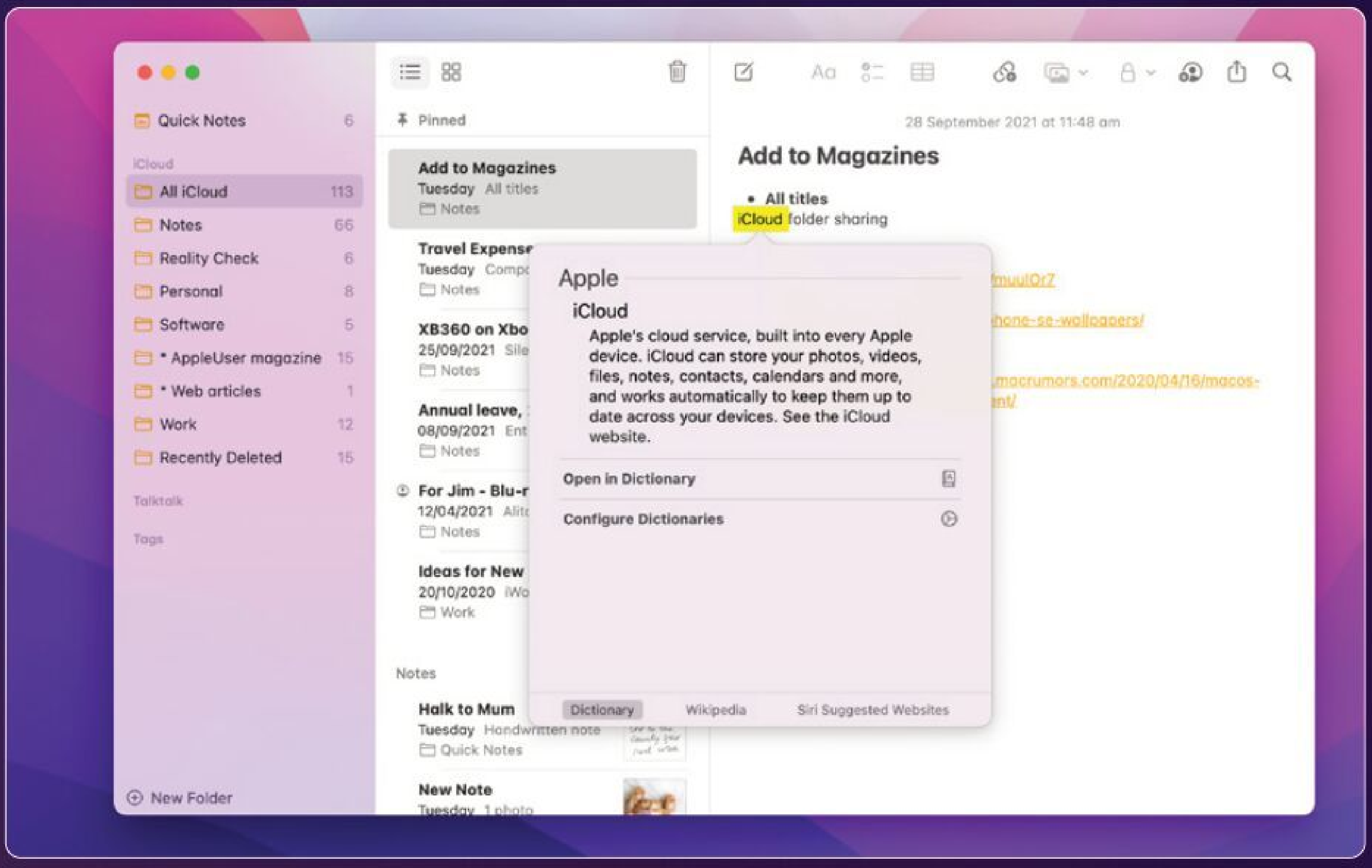
Meow! We are the (Bigger) Parker Kittens and we are looking for our new forever homes! We're extremely cheeky and enjoy playing with lots of different toys, we can do this all day long and once we're tired we'll all snuggle up together for a good long snooze. We've spent most of our lives outdoors so we need a home where we can learn to really trust human beings which we're sure won't take long as we don't have a bad bone in our body. We'd like a home where children are 10 years old+, and we could live with friendly cats or dogs. If you can offer me (and

## Low Power Mode

Another feature that's come to the Mac from the iPhone is Low Power Mode. If your notebook Mac is recent enough, go to System Preferences > Battery, and click on the Battery option in the left-hand sidebar and check Low Power Mode.

## Force Touch Previews

If you own a Mac with a Force Touch Trackpad, you can get previews of website pages or YouTube videos by deep clicking (one finger) and holding on a link. A window pops up giving you a preview of where the link takes you.


Quick Notes
iCloud
All iCloud
Notes
Reality Check
Personal
Software
AppleUser magazine
Web articles
Work
Recently Deleted
New Folder
Pinned
Add to Magazines
Travel Expense
XB360 on Xbo
Annual leave,
For Jim - Blu-r
Ideas for New
Halk to Mum
New Note
Open in Dictionary
Configure Dictionaries
Dictionary
Wikipedia
Siri Suggested Websites

28 September 2021 at 11:46 am

Add to Magazines

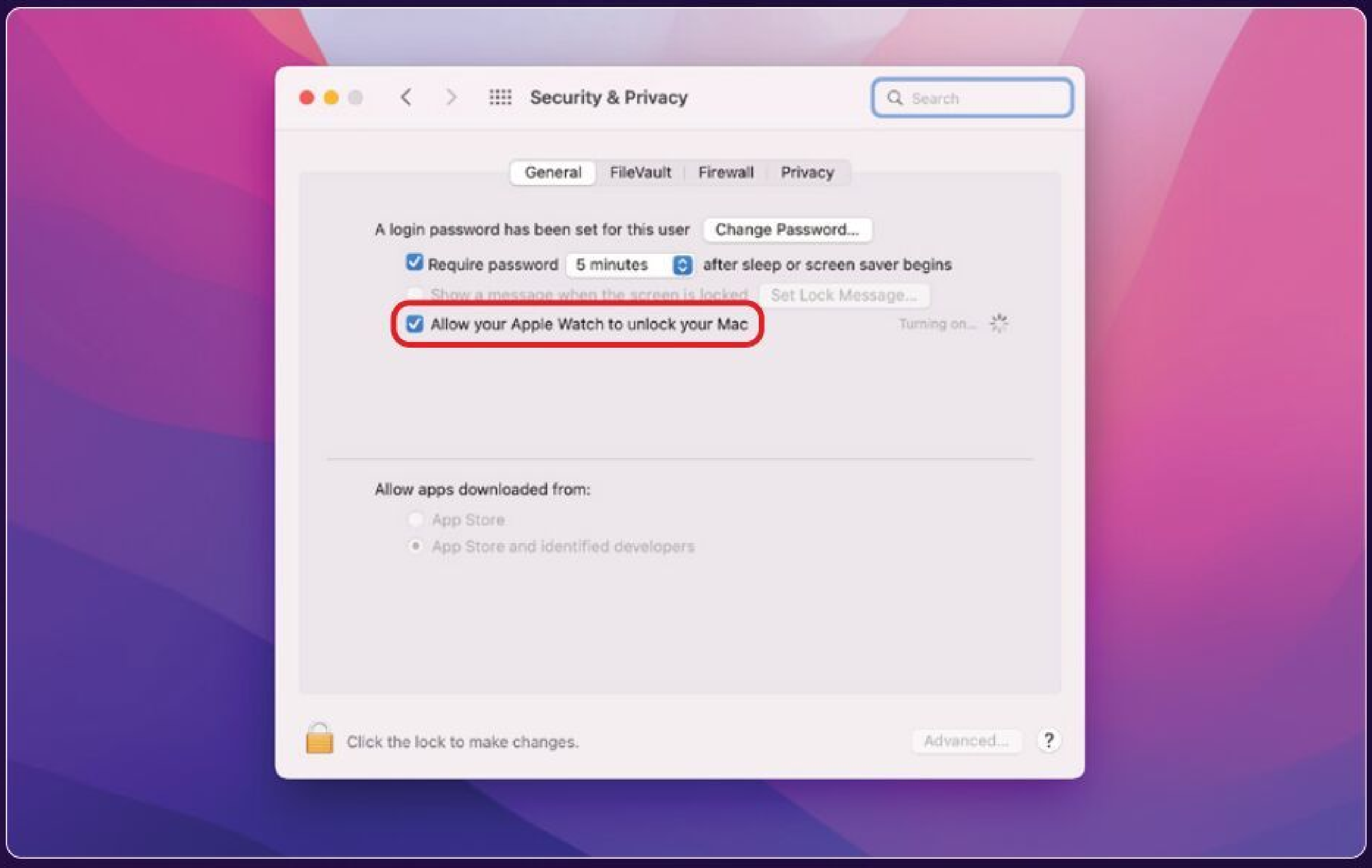
- All titles

iCloud folder sharing

Apple

iCloud

Apple's cloud service, built into every Apple device. iCloud can store your photos, videos, files, notes, contacts, calendars and more, and works automatically to keep them up to date across your devices. See the iCloud website.


Security & Privacy
Search
General
FileVault
Firewall
Privacy
Change Password...
Set Lock Message...
Turning on...
Advanced...
?

A login password has been set for this user

☑ Require password 5 minutes after sleep or screen saver begins

☐ Show a message when the screen is locked

☑ Allow your Apple Watch to unlock your Mac

Allow apps downloaded from:
○ App Store
● App Store and identified developers

Click the lock to make changes.

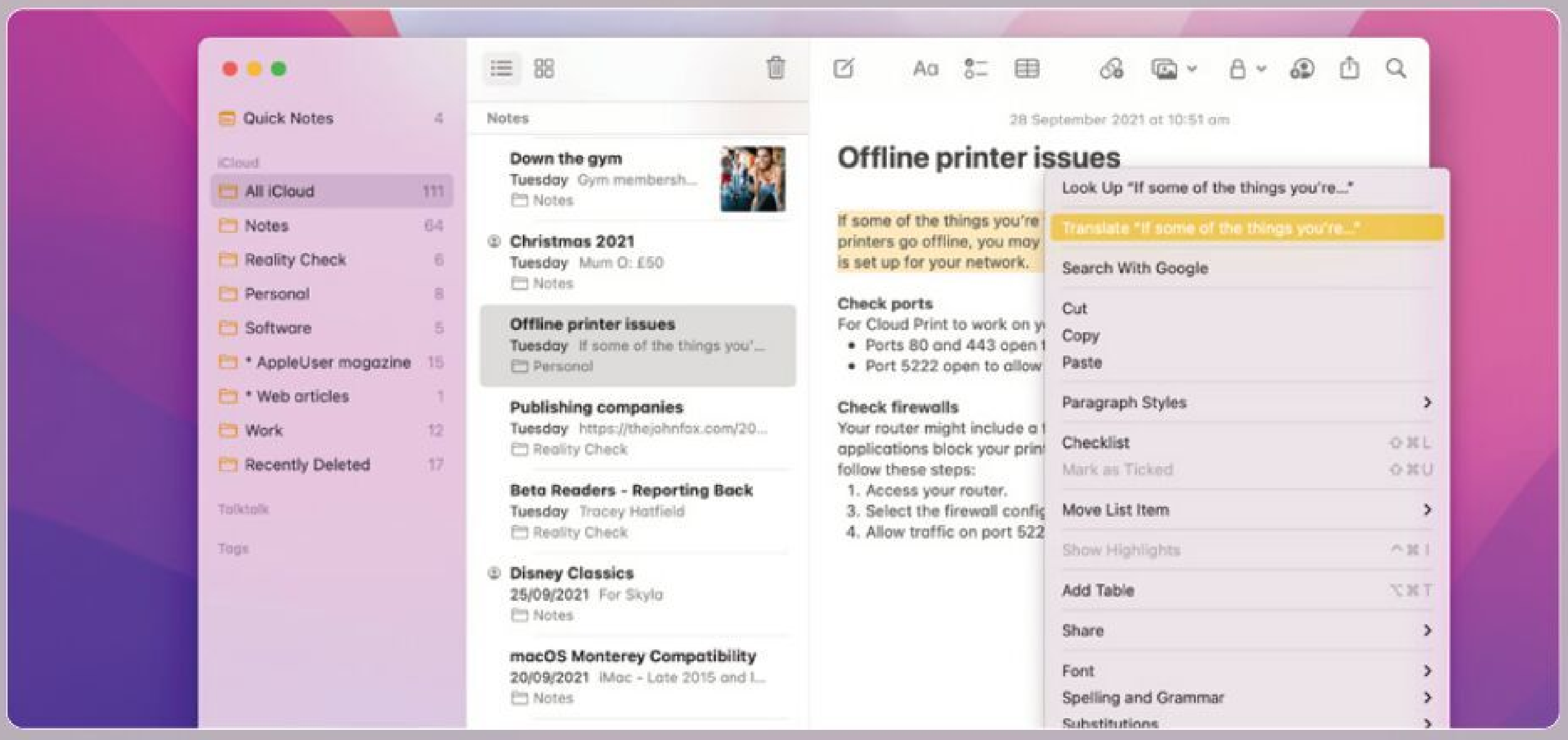
## Force Touch for Dictionary

Also, when using a Force Touch Trackpad, if you see a word you're not familiar with, you can highlight it then press down to get a dictionary definition and usually thesaurus options too. This works in most apps on your Mac.

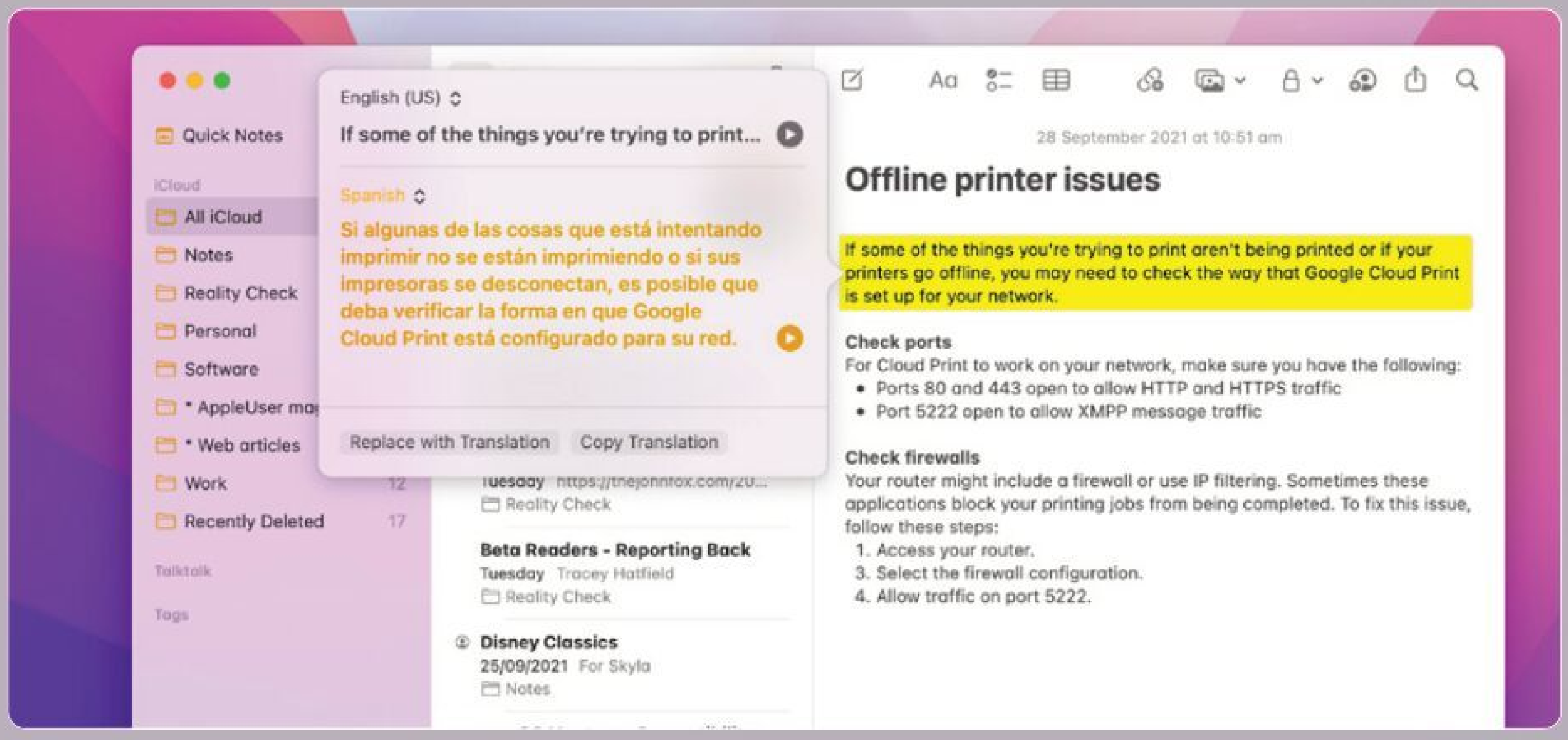
## Unlock with Apple Watch

If you own an Apple Watch you can unlock your Mac with it instead of typing your password. You need to check the box in System Preferences > Security & Privacy > General. You still need your password after restarting, though.

# System-Wide Translation.


Quick Notes
All iCloud
Notes
Reality Check
Personal
Software
AppleUser magazine
Web articles
Work
Recently Deleted
Down the gym
Christmas 2021
Offline printer issues
Publishing companies
Beta Readers - Reporting Back
Disney Classics
macOS Monterey Compatibility
Look Up "If some of the things you're..."
Translate "If some of the things you're..."
Search With Google
Cut
Copy
Paste
Paragraph Styles
Checklist
Mark as Ticked
Move List Item
Show Highlights
Add Table
Share
Font
Spelling and Grammar
Substitutions

Offline printer issues


Quick Notes
iCloud
All iCloud
Notes
Reality Check
Personal
Software
AppleUser mag
Web articles
Work
Recently Deleted
Beta Readers - Reporting Back
Disney Classics
Replace with Translation
Copy Translation

English (US)
If some of the things you're trying to print...

Spanish
Si algunas de las cosas que está intentando imprimir no se están imprimiendo o si sus impresoras se desconectan, es posible que deba verificar la forma en que Google Cloud Print está configurado para su red.

28 September 2021 at 10:51 am

Offline printer issues

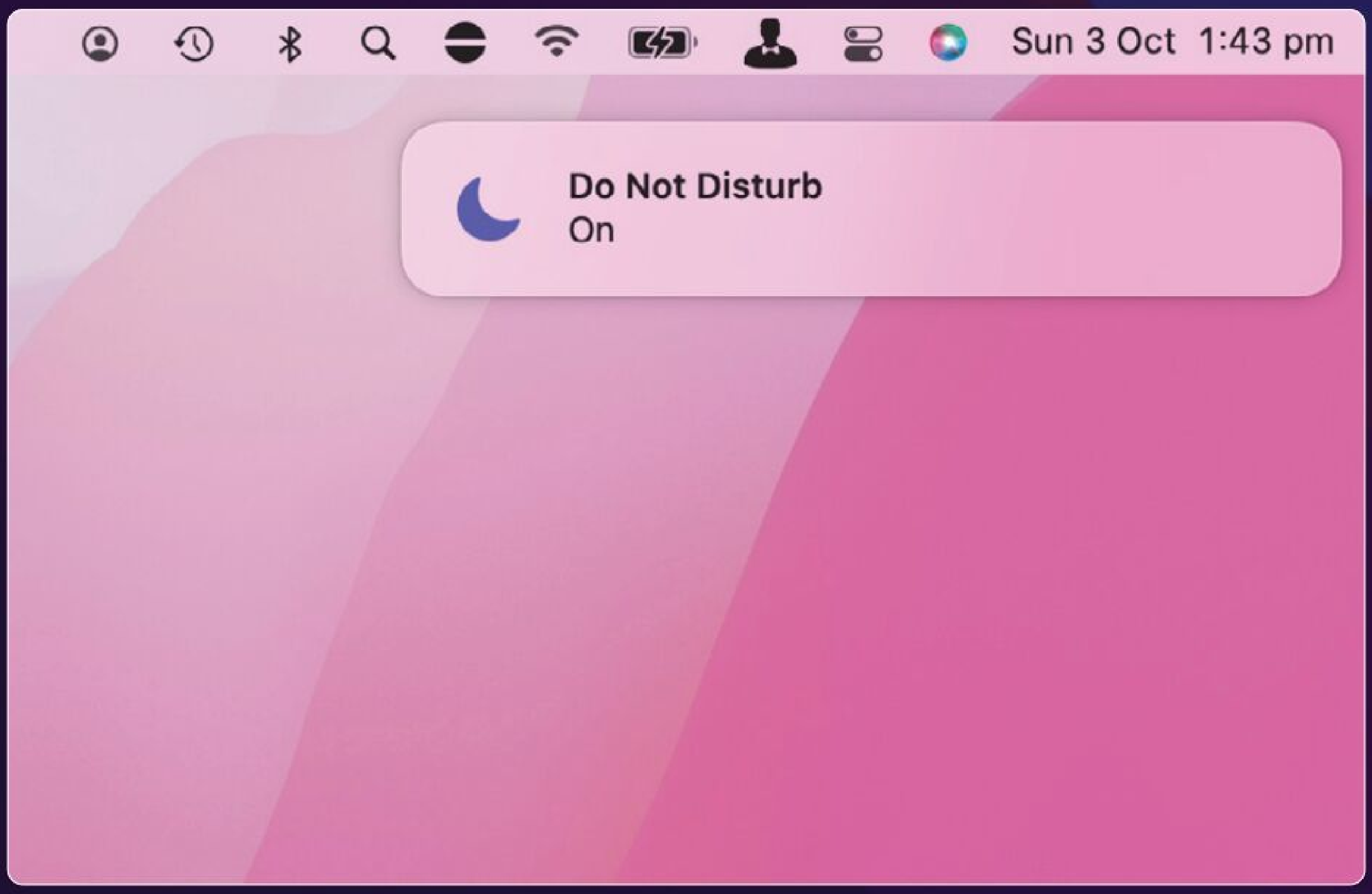
If some of the things you're trying to print aren't being printed or if your printers go offline, you may need to check the way that Google Cloud Print is set up for your network.

Check ports
For Cloud Print to work on your network, make sure you have the following:
- Ports 80 and 443 open to allow HTTP and HTTPS traffic
- Port 5222 open to allow XMPP message traffic

Check firewalls
Your router might include a firewall or use IP filtering. Sometimes these applications block your printing jobs from being completed. To fix this issue, follow these steps:
1. Access your router.
3. Select the firewall configuration.
4. Allow traffic on port 5222.

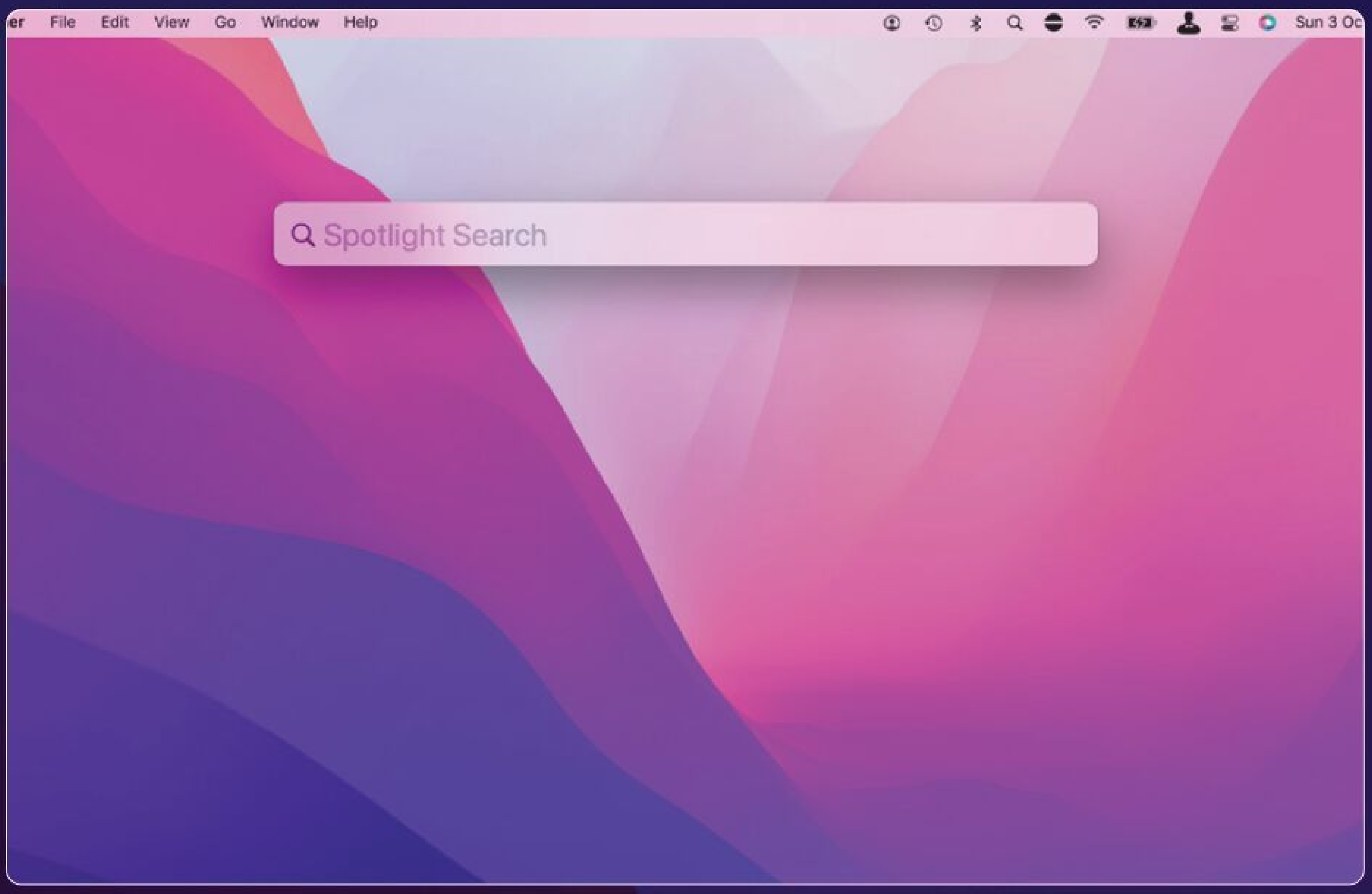
You can translate any piece of text on your Mac by highlighting it, right-clicking and selecting the Translate option, which is found near the top of the contextual window that pops up. Almost any text you can highlight can be translated.

You can change the language the text is translated into using the pull-down above the translated text. Click the Play icon to have it read out to you, and the buttons to replace the text with the translation or copy it to your clipboard.


Sun 3 Oct 1:43 pm
Do Not Disturb
On

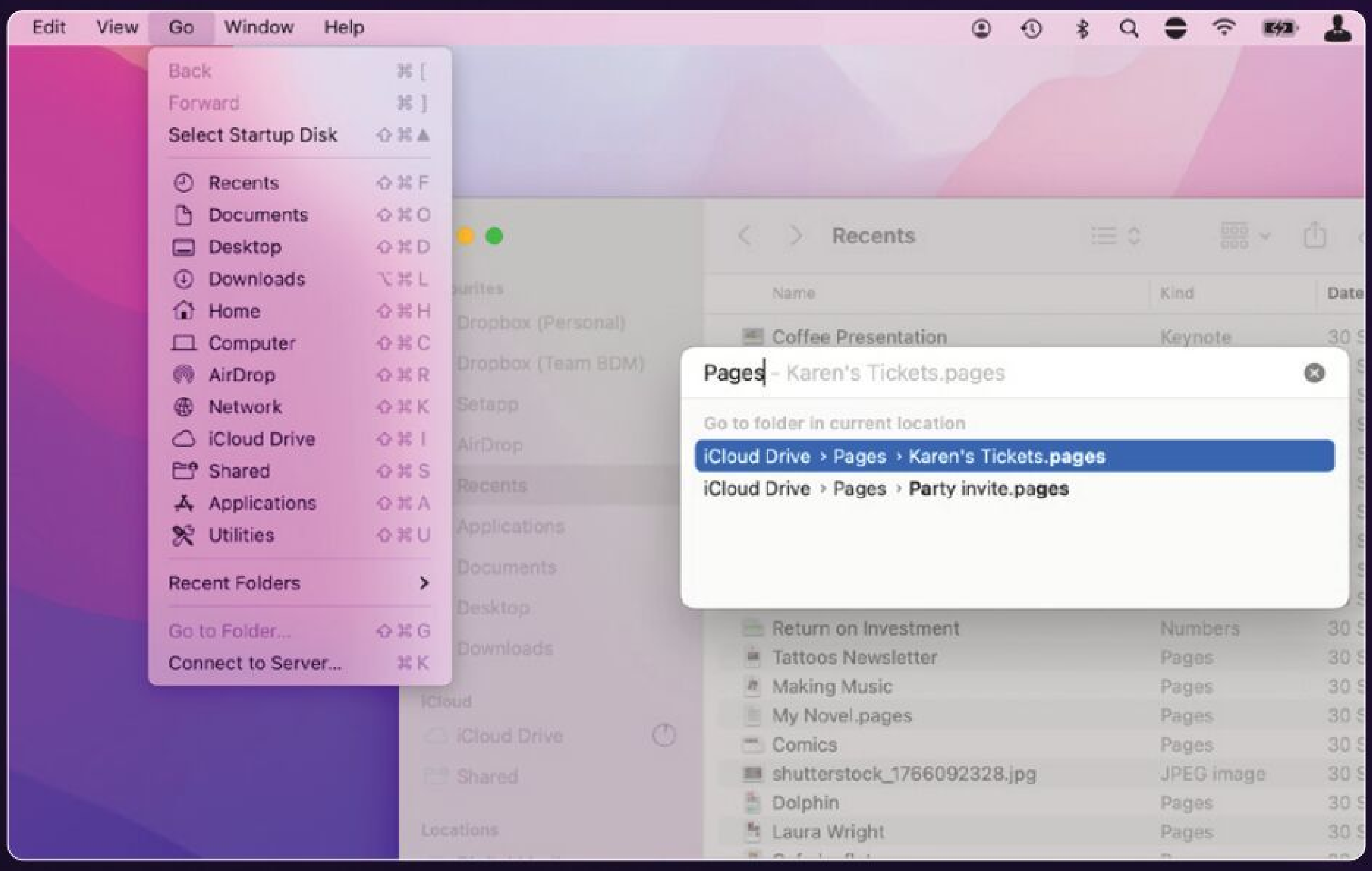
## Quick Do Not Disturb

If you hold down the Alt key, then click on the date and time in the menu bar (top-right corner), you can instantly activate the Do Not Disturb mode. You can tell by the crescent moon icon appearing in the top menu bar. Repeat to turn off again.


Spotlight Search

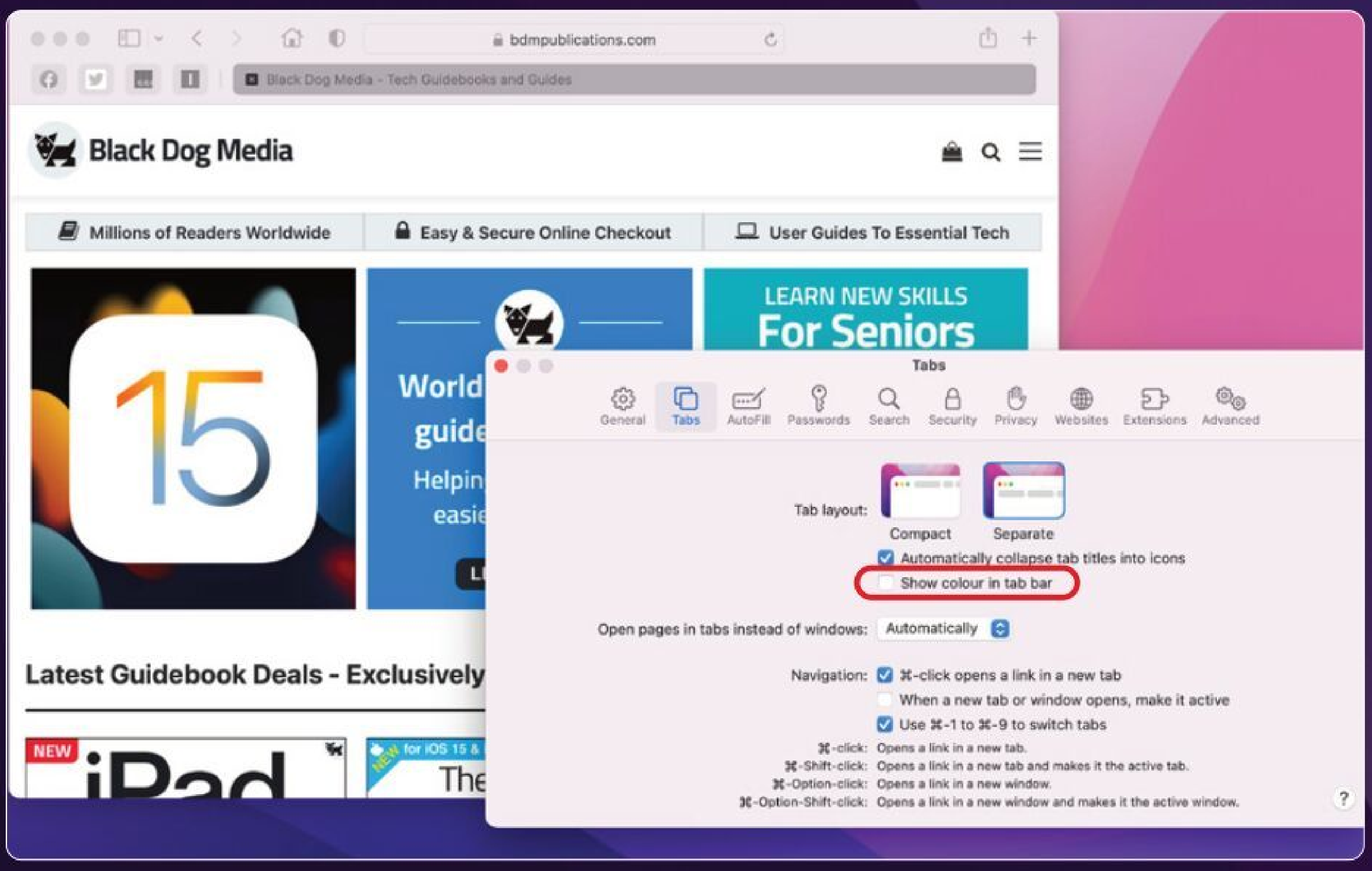
## Quick Spotlight

You can access the Spotlight feature quickly and easily by pressing cmd and the Space Bar. The Spotlight window appears, which you can drag around the desktop if you wish. To dismiss it again, click anywhere on the desktop.


Edit
View
Go
Window
Help
Back
Forward
Select Startup Disk
Recents
Documents
Desktop
Downloads
Home
Computer
AirDrop
Network
iCloud Drive
Shared
Applications
Utilities
Recent Folders
Go to Folder...
Connect to Server...
Recents
Pages
Karen's Tickets.pages
Go to folder in current location
iCloud Drive › Pages › Karen's Tickets.pages
iCloud Drive › Pages › Party invite.pages

## Go to Folder

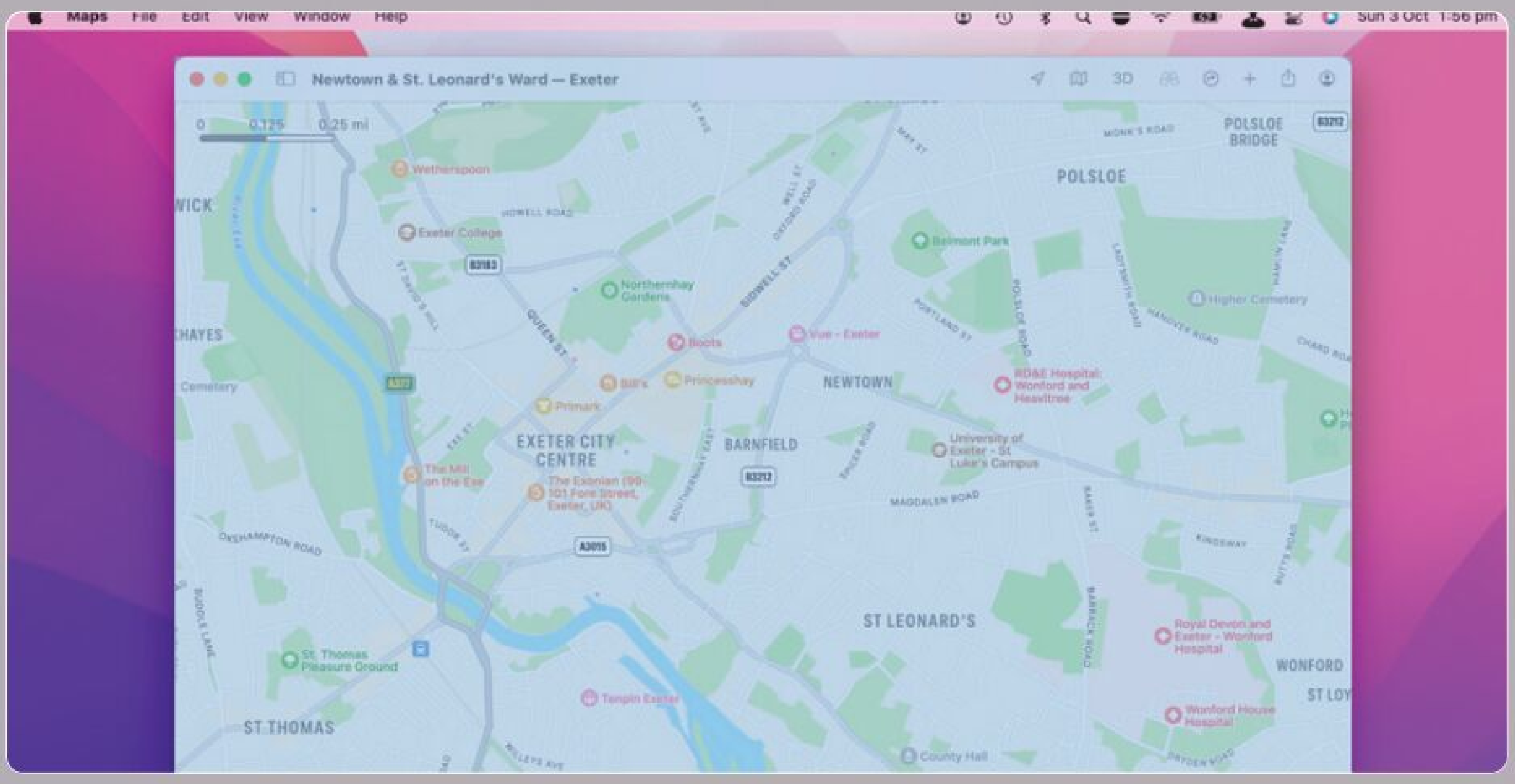
Select Go to Folder in the Finder's Go menu, or press Shift-cmd-G, and a window pops up. Type the name of the folder you want and you're offered options. Select one to open that folder without going through Finder windows.


Black Dog Media
Millions of Readers Worldwide
Easy & Secure Online Checkout
User Guides To Essential Tech
LEARN NEW SKILLS
For Seniors
Latest Guidebook Deals - Exclusively
Tabs
General
Tabs
AutoFill
Passwords
Search
Security
Privacy
Websites
Extensions
Advanced
Tab layout:
Compact
Separate
Automatically collapse tab titles into icons
Show colour in tab bar
Open pages in tabs instead of windows:
Automatically
Navigation:

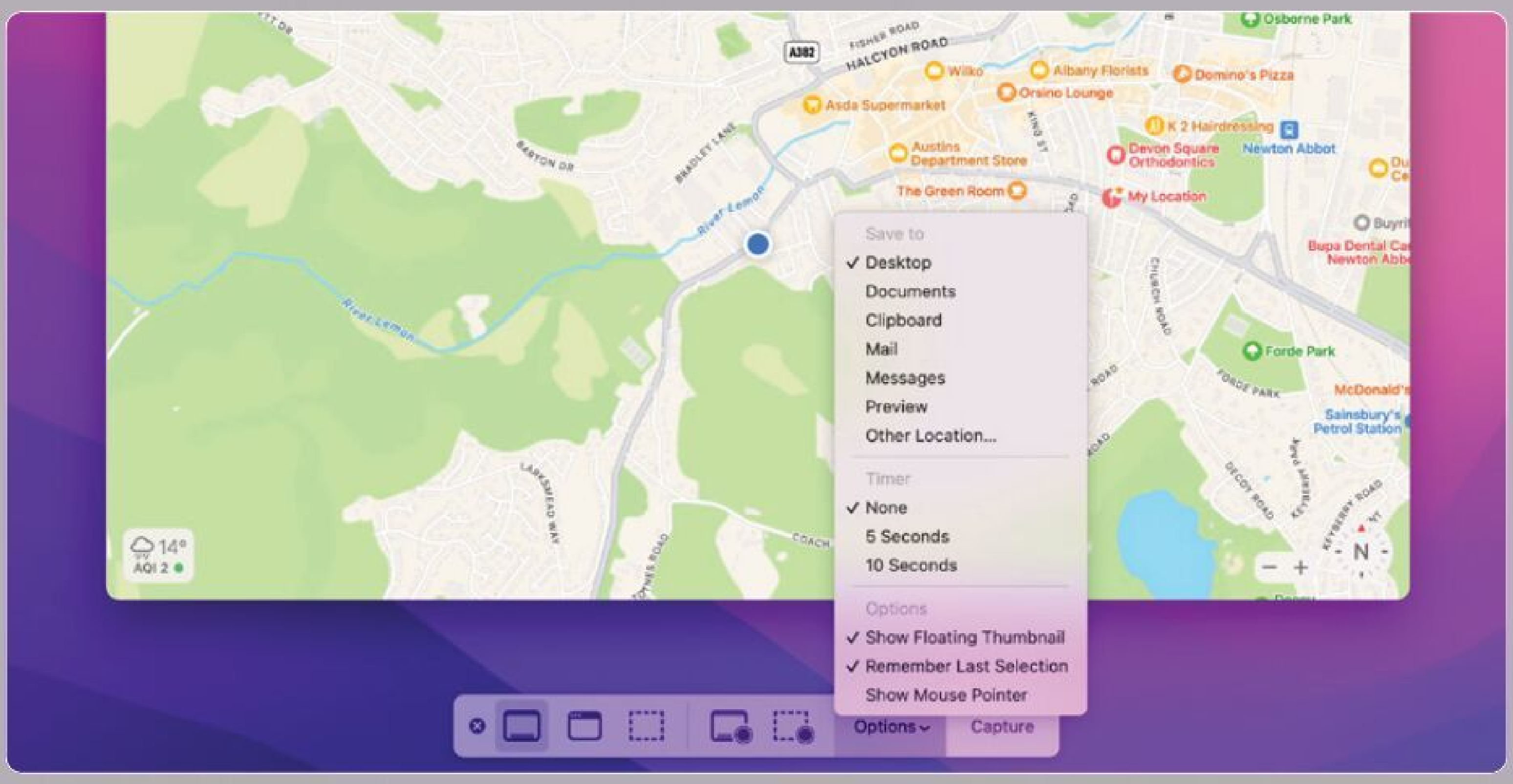
## Turn off Coloured Safari Toolbar

If you dislike the coloured tabs and toolbar in Safari, open Safari's preferences and click on Tabs. Uncheck the box marked 'Show Colour in Tab Bar', and the top of a Safari window no longer takes its colour from the website being displayed.

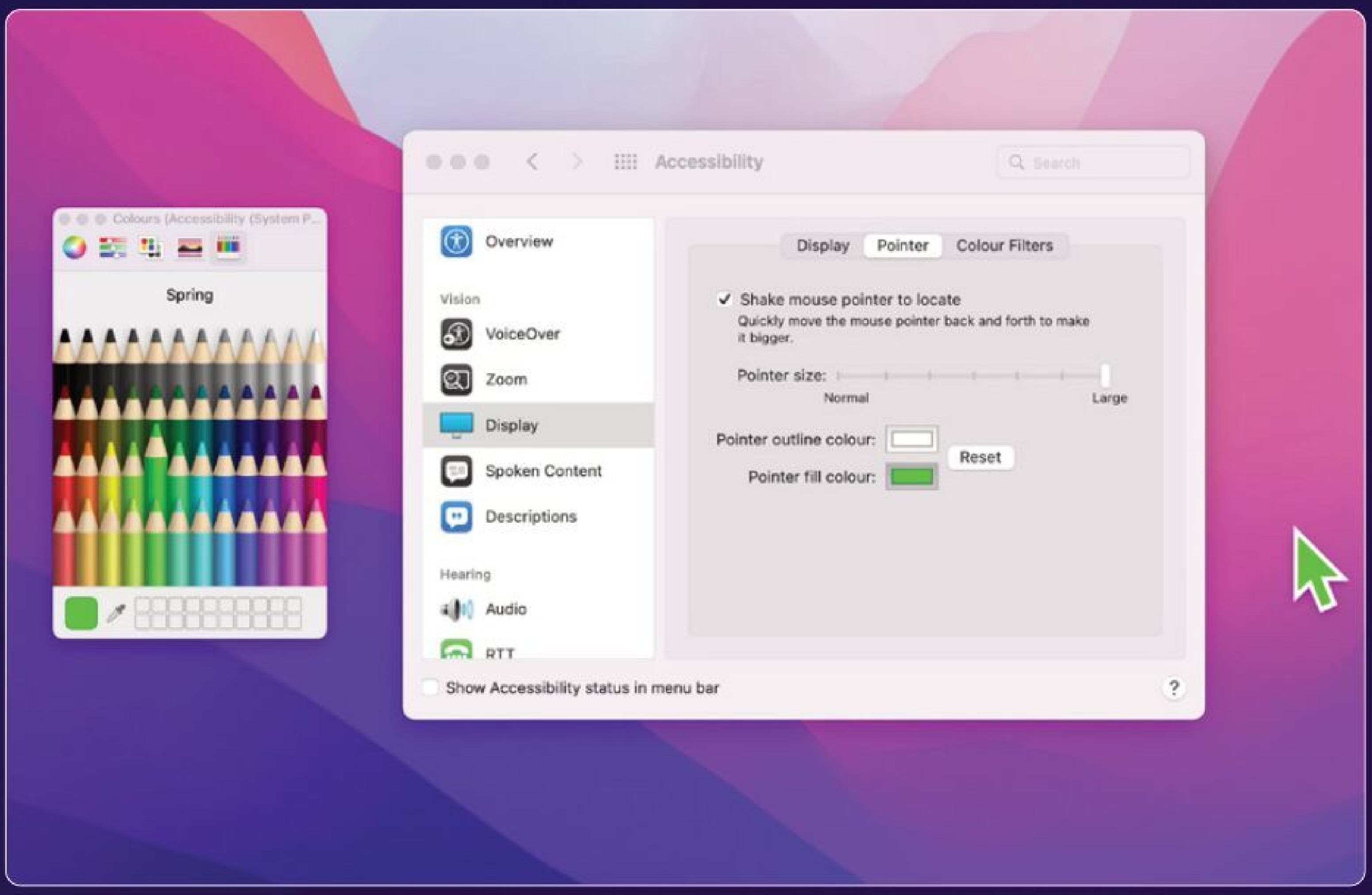
# Screenshots.


Newtown & St. Leonard's Ward — Exeter
EXETER CITY CENTRE
NEWTOWN
ST LEONARD'S
ST THOMAS

Take a screenshot with cmd-3, or shoot a portion of the screen with cmd-4; click and drag the crosshairs over the part you want to shoot then release. Press cmd-4 then the Space Bar and click on a window to shoot that window alone.


Save to
Desktop
Documents
Clipboard
Mail
Messages
Preview
Other Location...
Timer
None
5 Seconds
10 Seconds
Options
Show Floating Thumbnail
Remember Last Selection
Show Mouse Pointer
Options
Capture

Press Shift-cmd-5 to bring up a screenshots bar. With this, you can capture the entire screen, capture a selected window, capture a selected portion of the screen, record the screen or a portion thereof and more. Press Esc to close it again.


Colours (Accessibility (System P...
Spring
Accessibility
Search
Overview
Vision
VoiceOver
Zoom
Display
Spoken Content
Descriptions
Hearing
Audio
RTT
Display
Pointer
Colour Filters
Normal
Large
Reset
?

✓ Shake mouse pointer to locate
Quickly move the mouse pointer back and forth to make it bigger.

Pointer size:

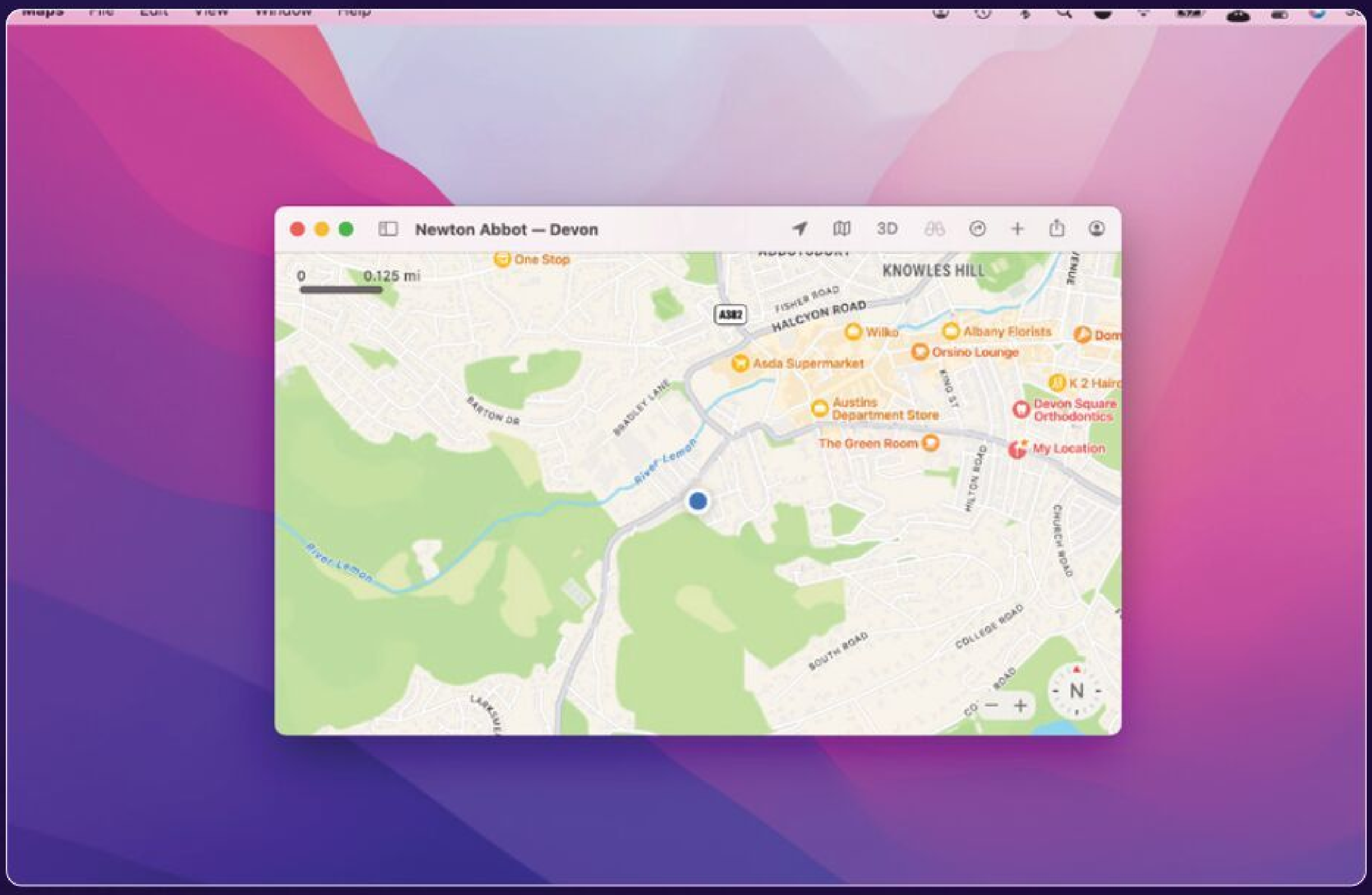
Pointer outline colour: ☐

Pointer fill colour: 🟩

☐ Show Accessibility status in menu bar

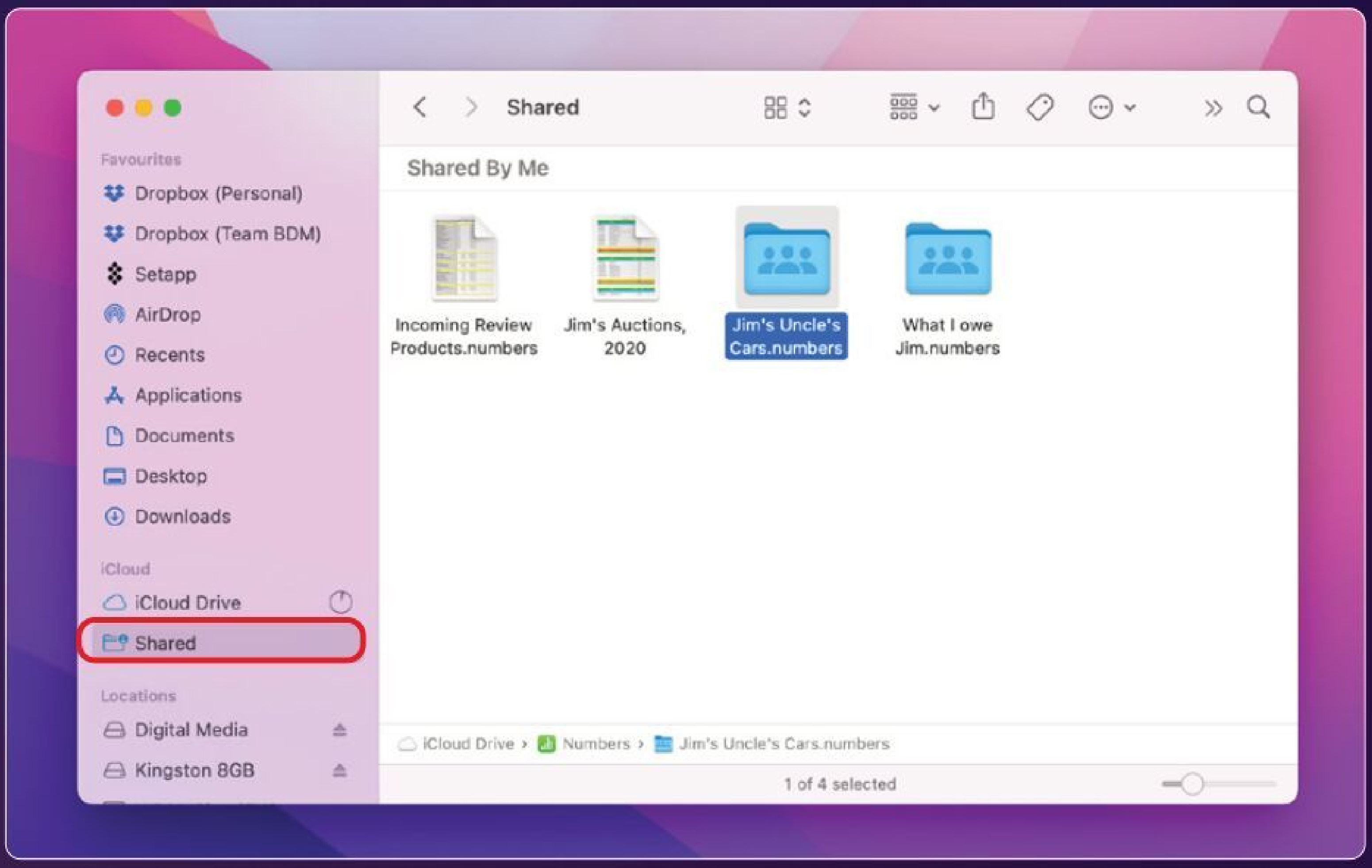
## New Mouse Pointer Colour

You can change the colour and size of your mouse pointer. Open System Preferences > Accessibility, and click on Display. Click on the Pointer tab, and use the slider to change its size and the colour boxes to change its colour.


Newton Abbot — Devon
3D
0.125 mi
KNOWLES HILL
HALCYON ROAD
Asda Supermarket
Austins Department Store
The Green Room
My Location
N

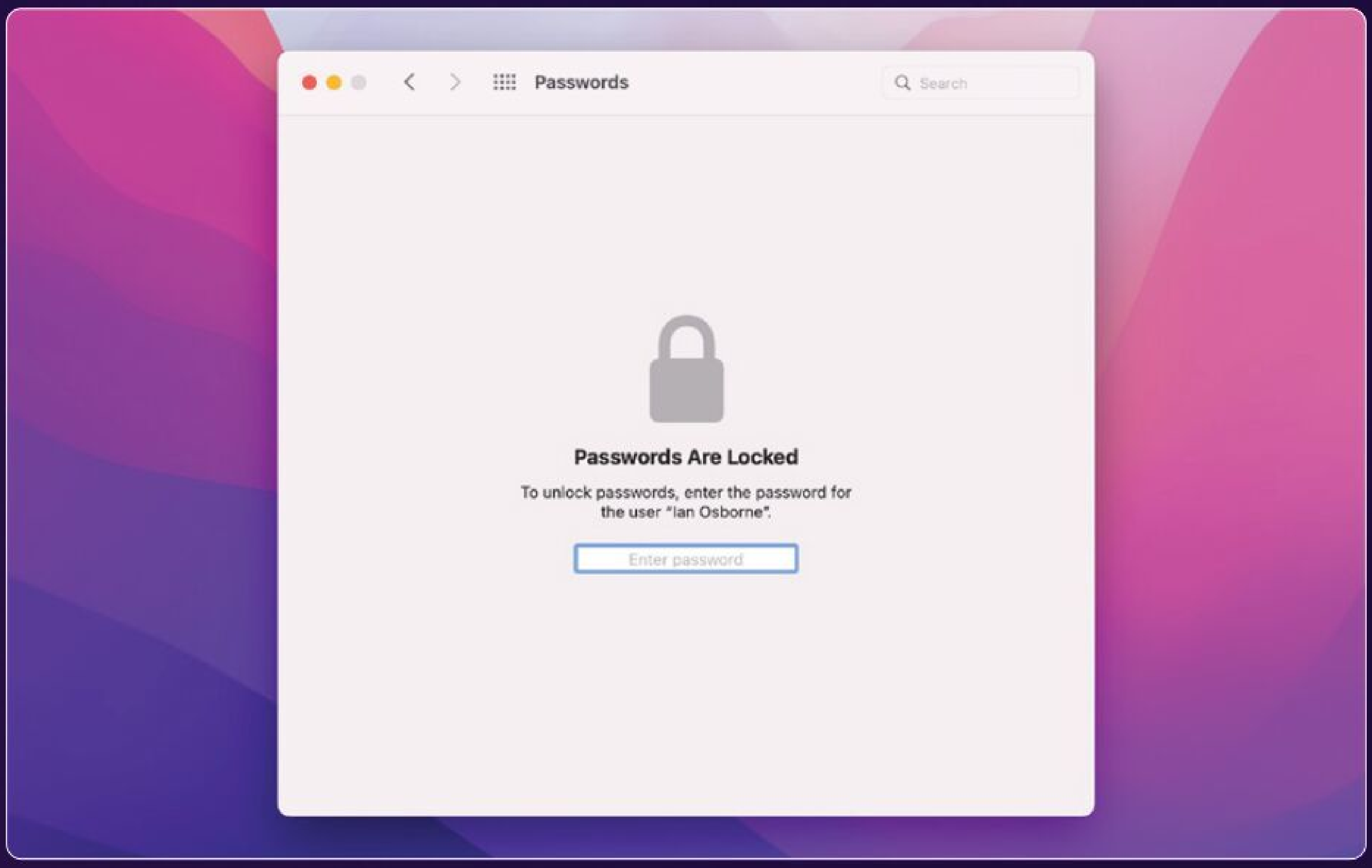
## Resizing a Window

You can resize a Finder or app window by clicking and dragging the edge of that window. If you hold the Alt key while resizing a window, it resizes from the centre as opposed to the corner or side you're controlling with the mouse.


Favourites
Dropbox (Personal)
Dropbox (Team BDM)
Setapp
AirDrop
Recents
Applications
Documents
Desktop
Downloads
iCloud
iCloud Drive
Shared
Locations
Digital Media
Kingston 8GB
Shared
Shared By Me
Incoming Review Products.numbers
Jim's Auctions, 2020
Jim's Uncle's Cars.numbers
What I owe Jim.numbers
iCloud Drive › Numbers › Jim's Uncle's Cars.numbers
1 of 4 selected

## Shared Files and Folders

In a Finder window, in the left-hand sidebar, there's a folder called 'Shared' in the iCloud section. Click on this to review all the files and folders that are shared with you by other people, and also shared with others by you.


Passwords
Search
Enter password

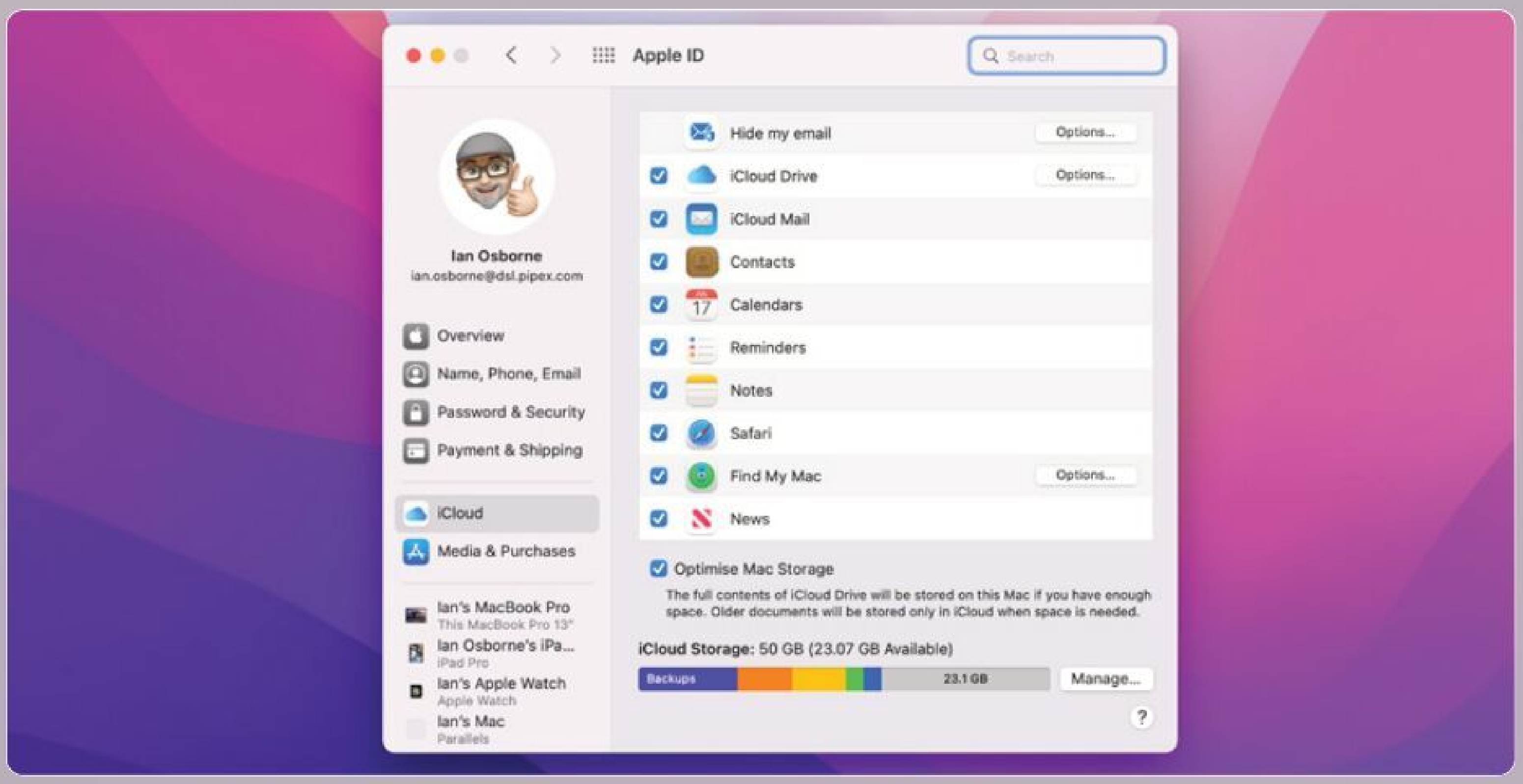
**Passwords Are Locked**

To unlock passwords, enter the password for the user "Ian Osborne".

## Password Manager

A much better password manager was introduced with macOS Monterey. Go to System Preferences > Passwords and then enter your administrator password to review your passwords, including checks for vulnerabilities.

# Account Recovery.

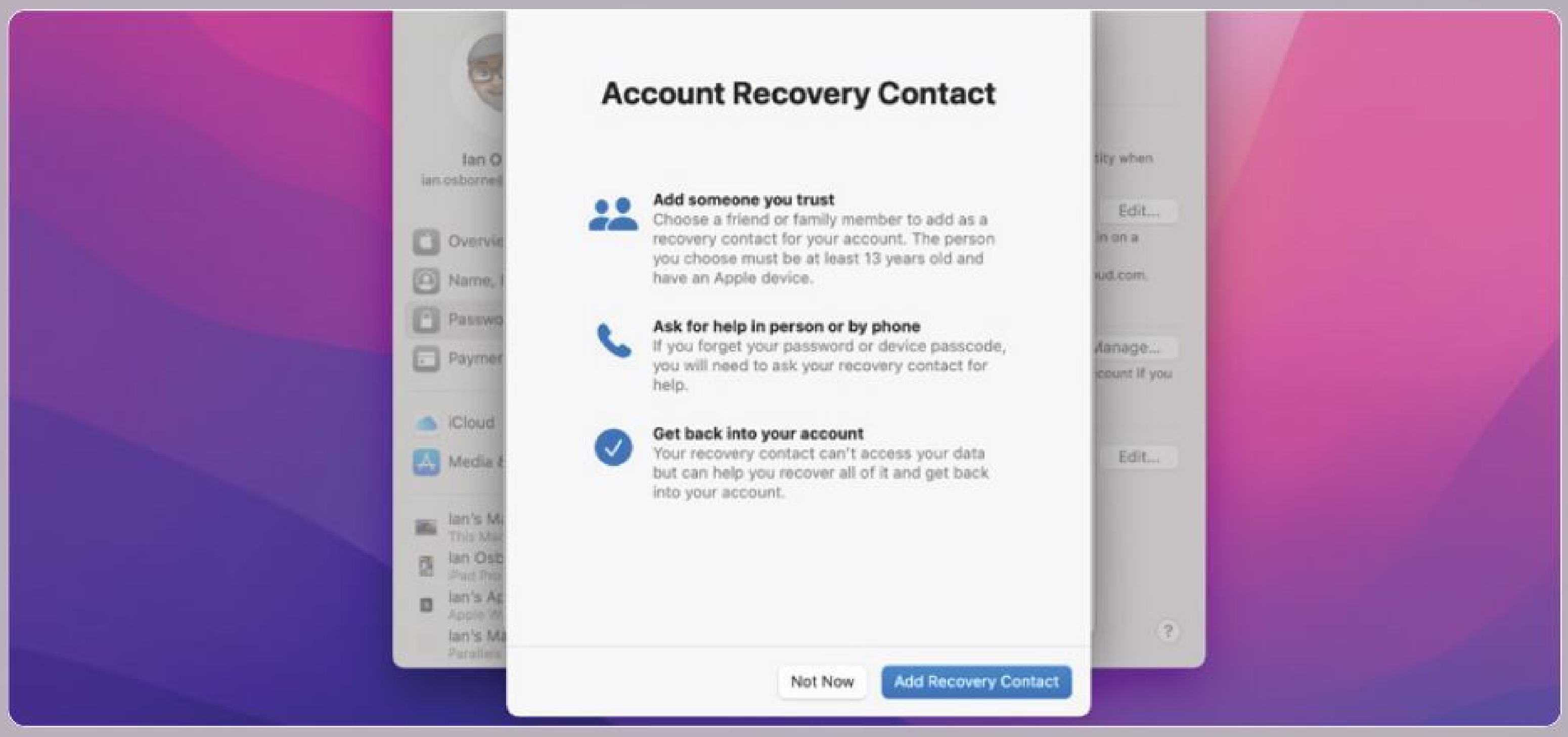

Apple ID
Search
Ian Osborne
ian.osborne@dsl.pipex.com
Overview
Name, Phone, Email
Password & Security
Payment & Shipping
iCloud
Media & Purchases
Ian's MacBook Pro
This MacBook Pro 13"
Ian Osborne's iPa...
iPad Pro
Ian's Apple Watch
Apple Watch
Ian's Mac
Parallels
Options...
Options...
Options...
Backups
23.1 GB
Manage...
?

Hide my email
☑ iCloud Drive
☑ iCloud Mail
☑ Contacts
☑ Calendars
☑ Reminders
☑ Notes
☑ Safari
☑ Find My Mac
☑ News

☑ Optimise Mac Storage
The full contents of iCloud Drive will be stored on this Mac if you have enough space. Older documents will be stored only in iCloud when space is needed.

iCloud Storage: 50 GB (23.07 GB Available)

What happens to your iCloud data if you forget your password or device passcode? You can recover it if you set up a recovery contact. Open System Preferences > Apple ID and click Password & Security in the sidebar.


Not Now
Add Recovery Contact

**Account Recovery Contact**

**Add someone you trust**
Choose a friend or family member to add as a recovery contact for your account. The person you choose must be at least 13 years old and have an Apple device.

**Ask for help in person or by phone**
If you forget your password or device passcode, you will need to ask your recovery contact for help.

**Get back into your account**
Your recovery contact can't access your data but can help you recover all of it and get back into your account.

Under Account Recovery, click the Manage button. Read about the service in the window that pops up, and then click the + icon below the Recovery Assistance panel. Choose someone with an Apple device, and they can help you get your account back, but can't see your data themselves.

# Maintenance and Troubleshooting

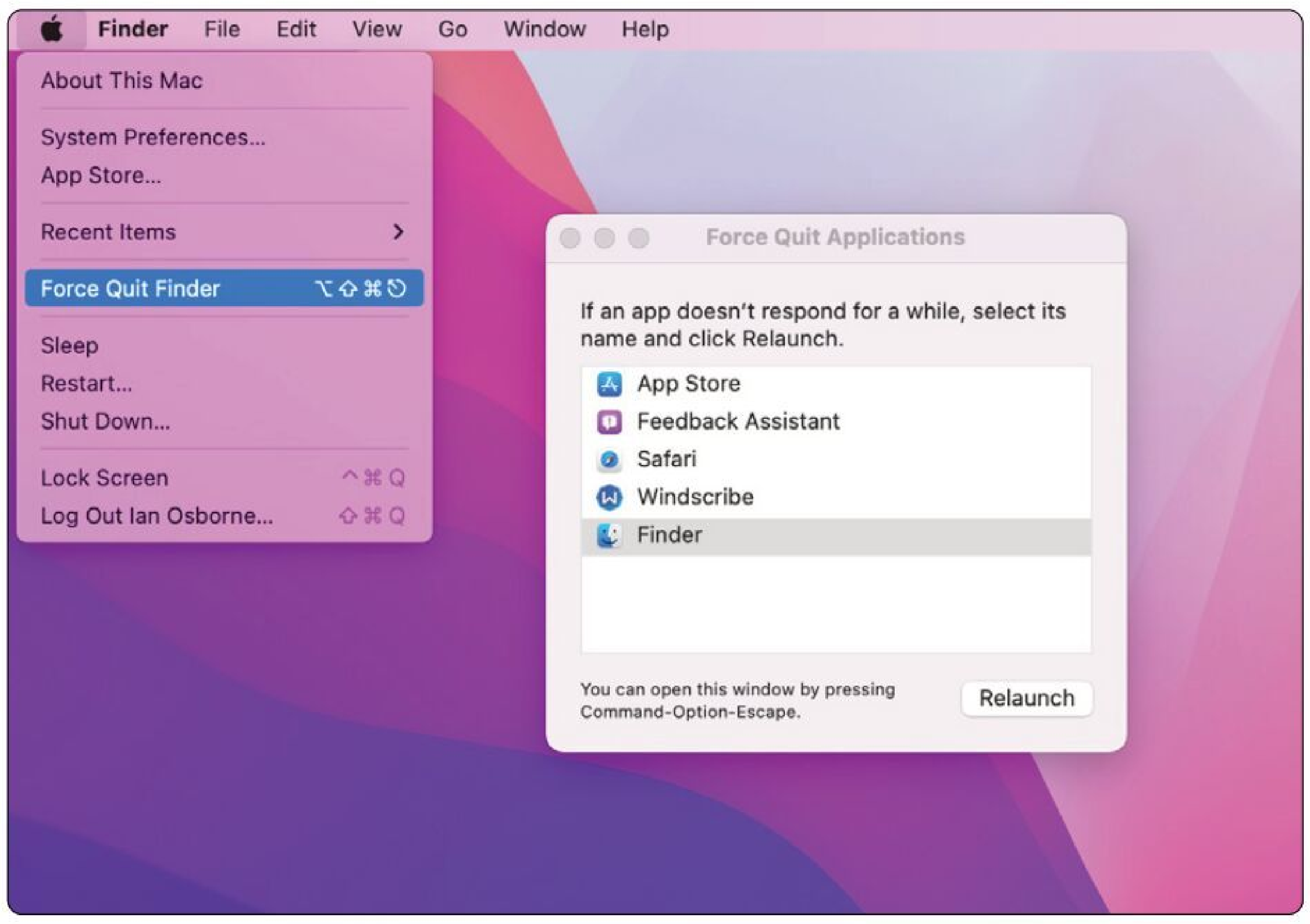
Macs are well known for their stability and reliability, but even so, things can and do occasionally go wrong. Don't panic though, we've put together a guide to solving some of the most common issues you might have on your desktop or notebook Mac. So if you're having trouble, take a look at these tips and guides. They might solve your problem and save you a trip to the Apple Store.

Modern computers like the Mac are amongst the most complicated machines ever designed. It's an amazing testament to the quality of both the Mac hardware and software that they're usually so stable and reliable. However, no machine can ever be 100 percent perfect. If your Mac stops working, the screen freezes up, there's a battery problem or other such issues, you don't always need to call the Genius Bar to get it fixed. There are a number of things you can try for yourself that might help and could save you the cost of a service call.

Finder File Edit View Go Window Help
Mon 20 Sep 1:29 pm
Overview
Displays
Storage
Support
Resources
System Report...
Software Update...
MacBook Pro

macOS Monterey
Version 12.0 Beta (21A5506j)
MacBook Pro (Retina, 13-inch, Early 2015)
Processor 2.7 GHz Dual-Core Intel Core i5
Memory 8 GB 1867 MHz DDR3
Startup Disk Macintosh HD
Graphics Intel Iris Graphics 6100 1536 MB
Serial Number C02P902HFVH5

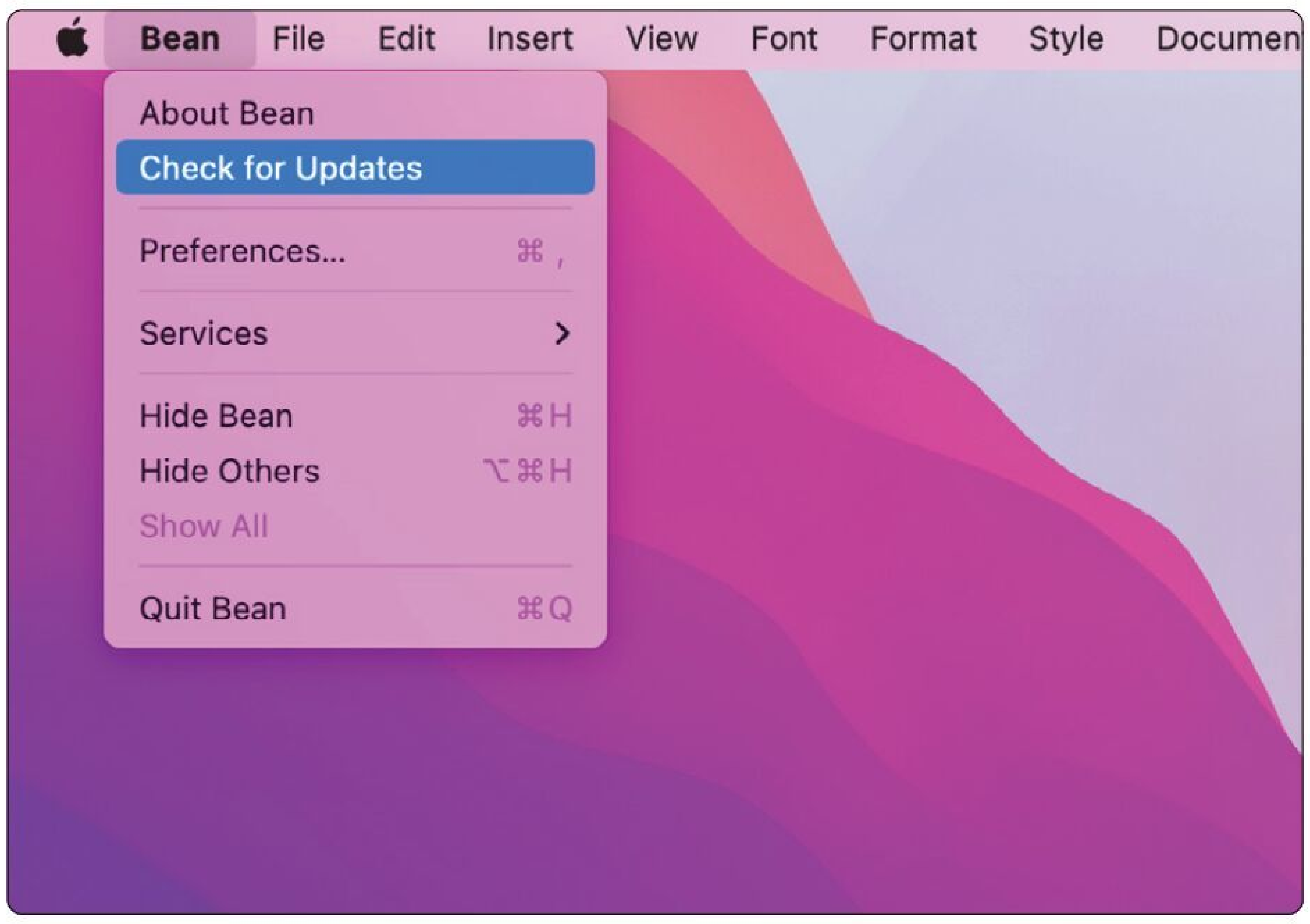
## Clearing a Frozen Screen


Finder File Edit View Go Window Help
About This Mac
System Preferences...
App Store...
Recent Items >
Force Quit Finder ⌥⇧⌘⎋
Sleep
Restart...
Shut Down...
Lock Screen ^⌘Q
Log Out Ian Osborne... ⇧⌘Q
Force Quit Applications
App Store
Feedback Assistant
Safari
Windscribe
Finder
Relaunch

If an app doesn't respond for a while, select its name and click Relaunch.

You can open this window by pressing Command-Option-Escape.

**1** Press cmd+OPT+Esc or choose Apple menu > Force Quit from the menu bar. The Force Quit window appears. If the app is identified as 'not responding', select it and click Force Quit. The app quits. If you still have problems, try restarting your Mac. Under the Apple menu, choose Restart. Your open windows reopen if you check the box in the pop-up.

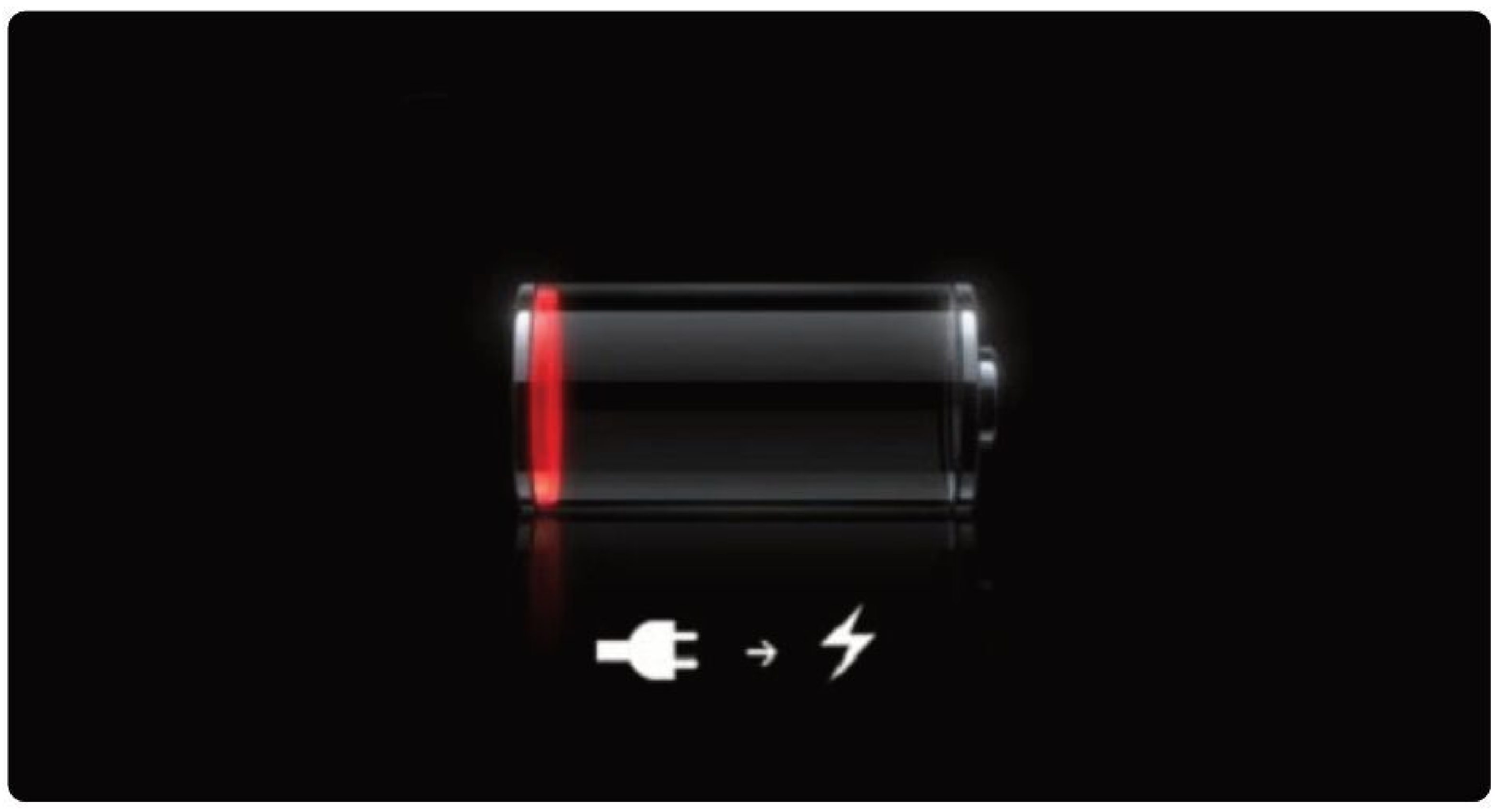

Bean File Edit Insert View Font Format Style Documen
About Bean
Check for Updates
Preferences... ⌘,
Services >
Hide Bean ⌘H
Hide Others ⌥⌘H
Show All
Quit Bean ⌘Q

**2** If the problem occurs only when you use a particular application, try updating it. Open the App Store and check for updates or use the option in the app's menu on the top bar, found next to the Apple menu. If you still have problems with that app, try reinstalling it. Drag it into the trash, empty the trash then reinstall the app.

# If Your Mac Won't Start

If your Mac fails to start or it won't finish booting up, try these simple fixes to get you back up and running once more.

**1** Make sure the power cable or adapter is plugged into your Mac and a mains power outlet and make sure your mains electricity is working. This sounds silly but you'd be surprised how many people call computer service centres during a power cut.



**2** For notebooks, check whether the battery needs to be charged. Plug it into the mains. If the light on the power adapter glows amber, it's charging. Let it charge up for about 30 minutes and then try starting it up again. You should only use the charger that came with your Mac.

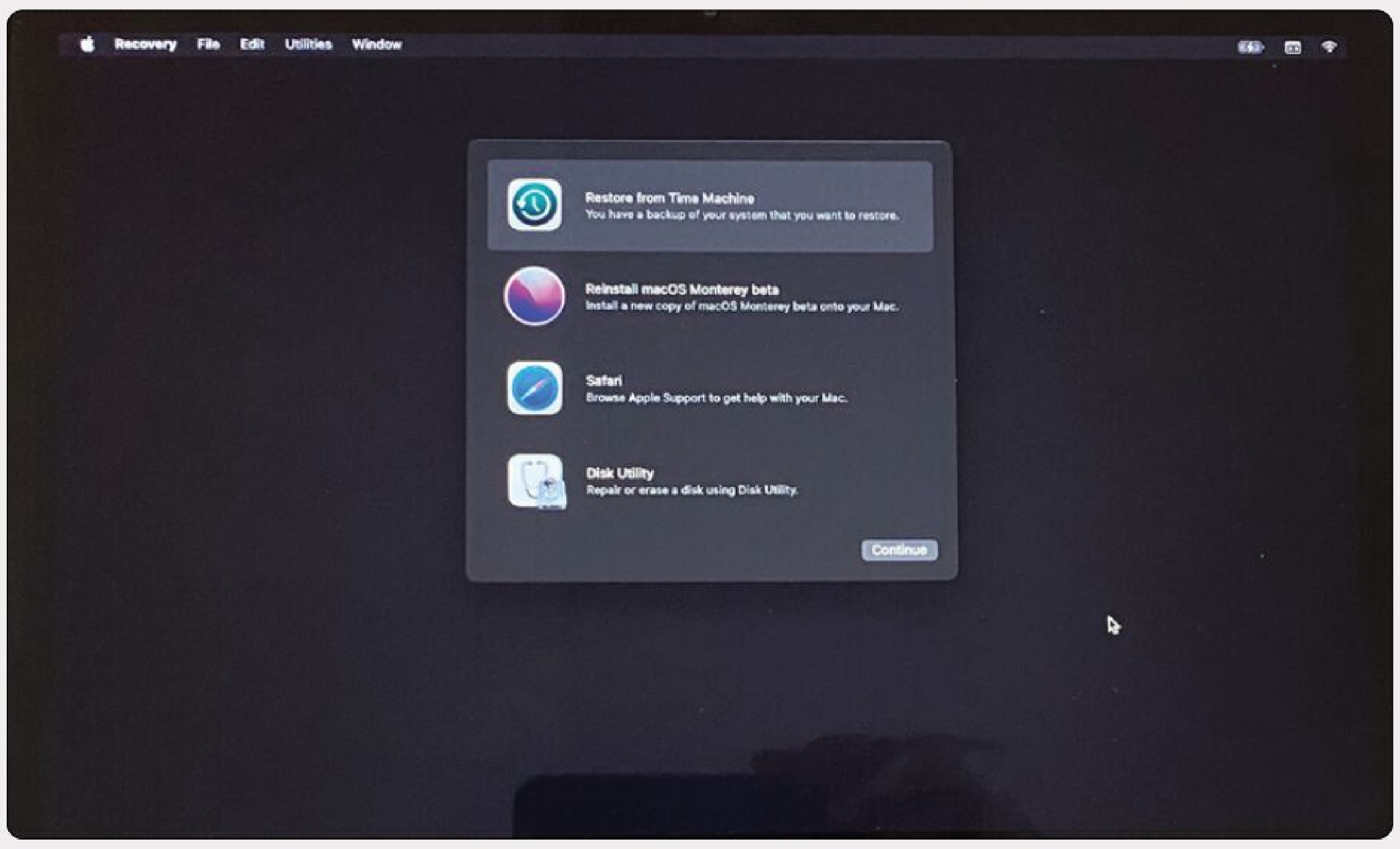
**3** Again for notebooks, if the charger fails to start charging or simply stops charging, and you don't see the indicator light on the power adapter turn on when you plug in the power cord, try unplugging and replugging the power cord to reseat the USB-C or MagSafe plug.

**4** If the problem persists and you can find no way of fixing it, book a Genius Bar appointment at your local Apple Store. Here Apple's team of experts can talk you through the problem and if they can't solve it, they can advise as to whether a repair is needed.

# Using the Recovery Drive.

If your Mac won't boot up, help is at hand. Recent versions of OS X and macOS have their own Recovery Drive.

If your Mac begins to start up but won't finish, stopping perhaps on the grey screen or giving you a folder with a question mark on it, try rebooting from the Recovery Drive. Press the power button to turn off the Mac, then turn it on again whilst holding cmd-R.



Restore from Time Machine
You have a backup of your system that you want to restore.

Reinstall macOS Monterey beta
Install a new copy of macOS Monterey beta onto your Mac.

Safari
Browse Apple Support to get help with your Mac.

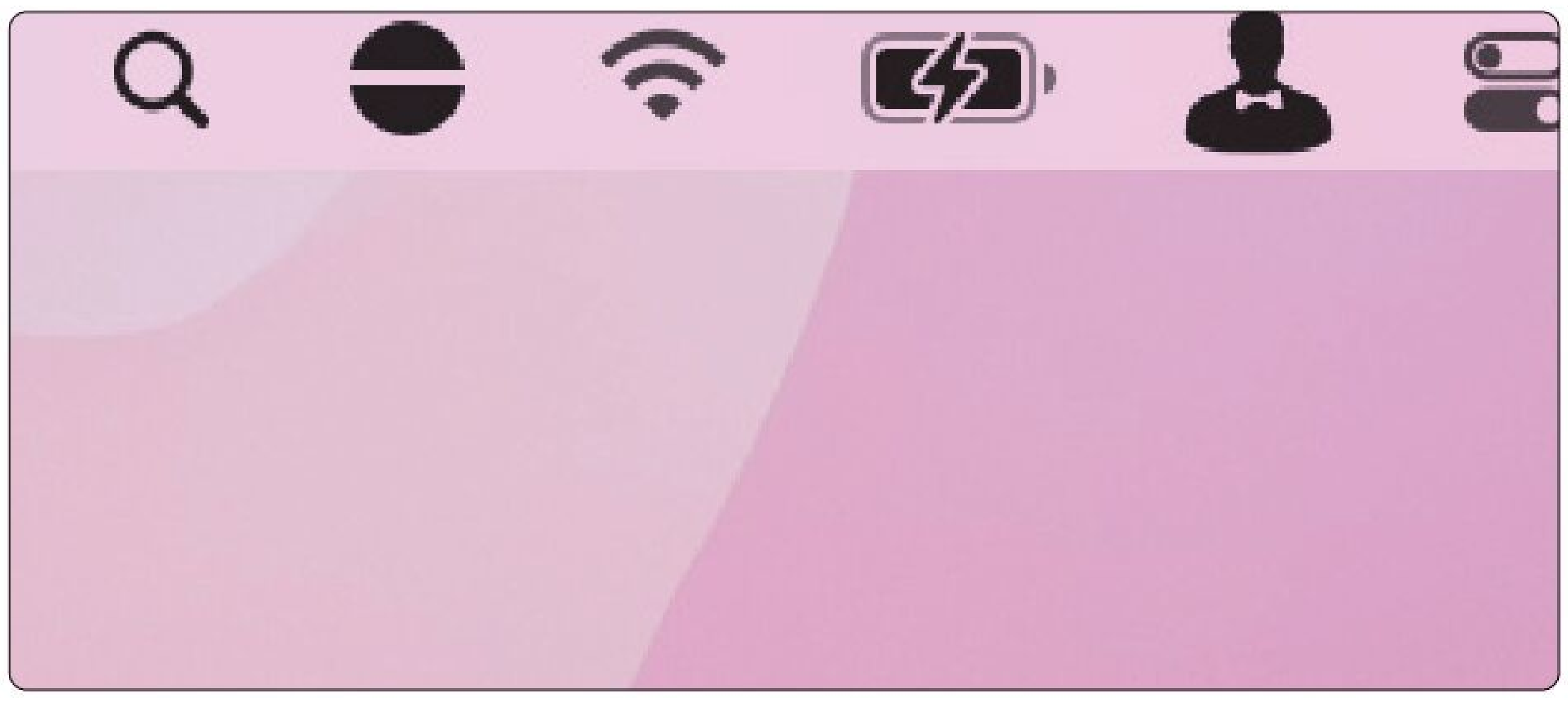
Disk Utility
Repair or erase a disk using Disk Utility.

Let go when you see the Apple logo. Your Mac boots using its Recovery Partition; enter your admin password. You can use Disk Utility or research a problem in Safari. Use the Apple menu to restart your Mac, and it should boot normally.

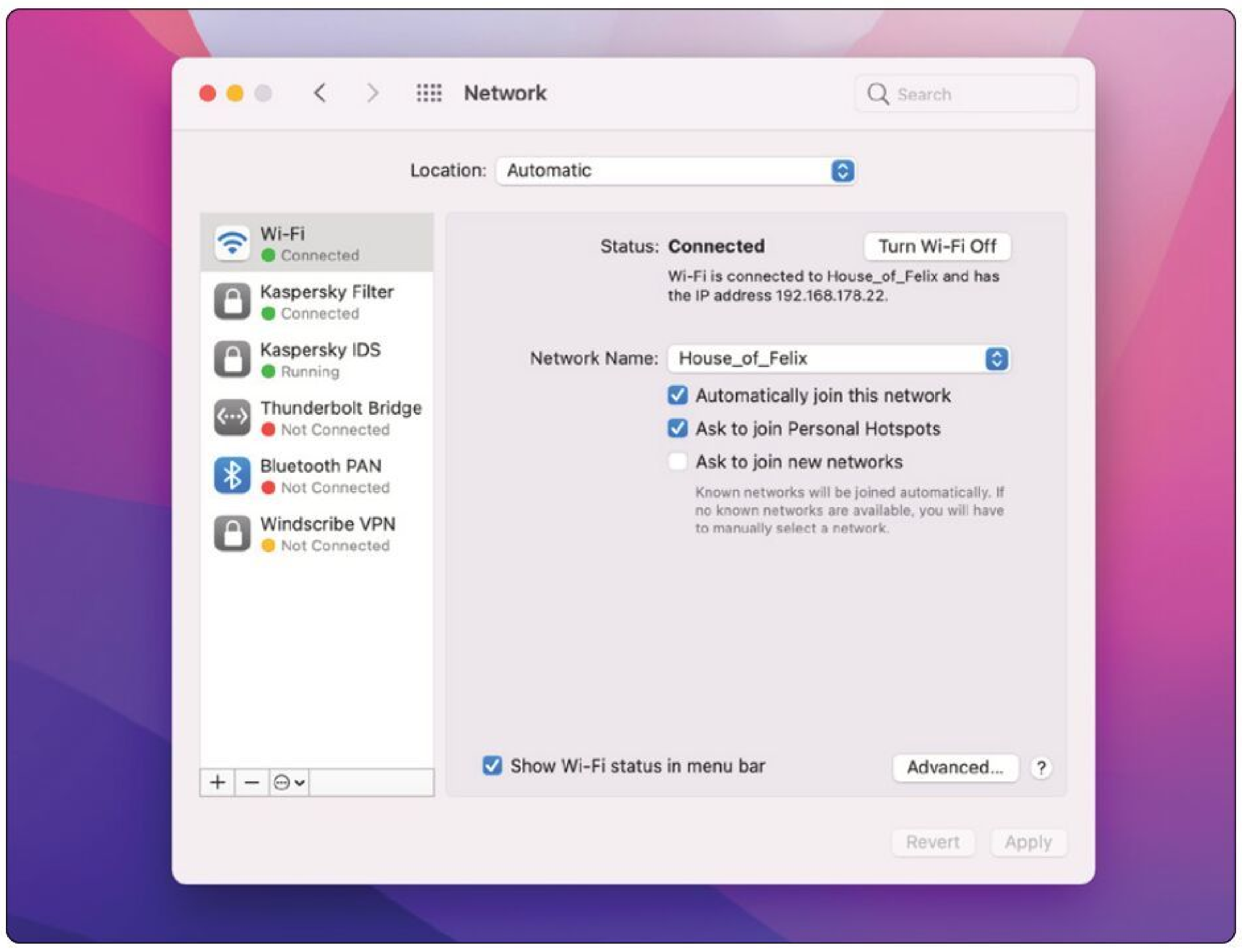
## Problems with Wi-Fi

Wi-Fi is usually reliable, but sometimes problems occur. If you're having issues, here's how to troubleshoot it.

**1** First make sure the router you're trying to connect to is switched on and has a wireless access point. Usually there are indicator lights on the front that tell you this, so check in the manual. If there seems to be a problem, restart your router by switching it off and on again.



**2** Check the Wi-Fi status icon in the menu bar. It can have up to four bars indicating signal strength. If signal strength is low, try moving closer to the router. Remember, the signal can be blocked by thick walls or other obstructions, so moving around in the room might help.


Network
Search
Wi-Fi
Connected
Kaspersky Filter
Connected
Kaspersky IDS
Running
Thunderbolt Bridge
Not Connected
Bluetooth PAN
Not Connected
Windscribe VPN
Not Connected
Turn Wi-Fi Off
Advanced...
?
Revert
Apply

Location: Automatic

Status: **Connected**

Wi-Fi is connected to House_of_Felix and has the IP address 192.168.178.22.

Network Name: House_of_Felix

☑ Automatically join this network

☑ Ask to join Personal Hotspots

☐ Ask to join new networks

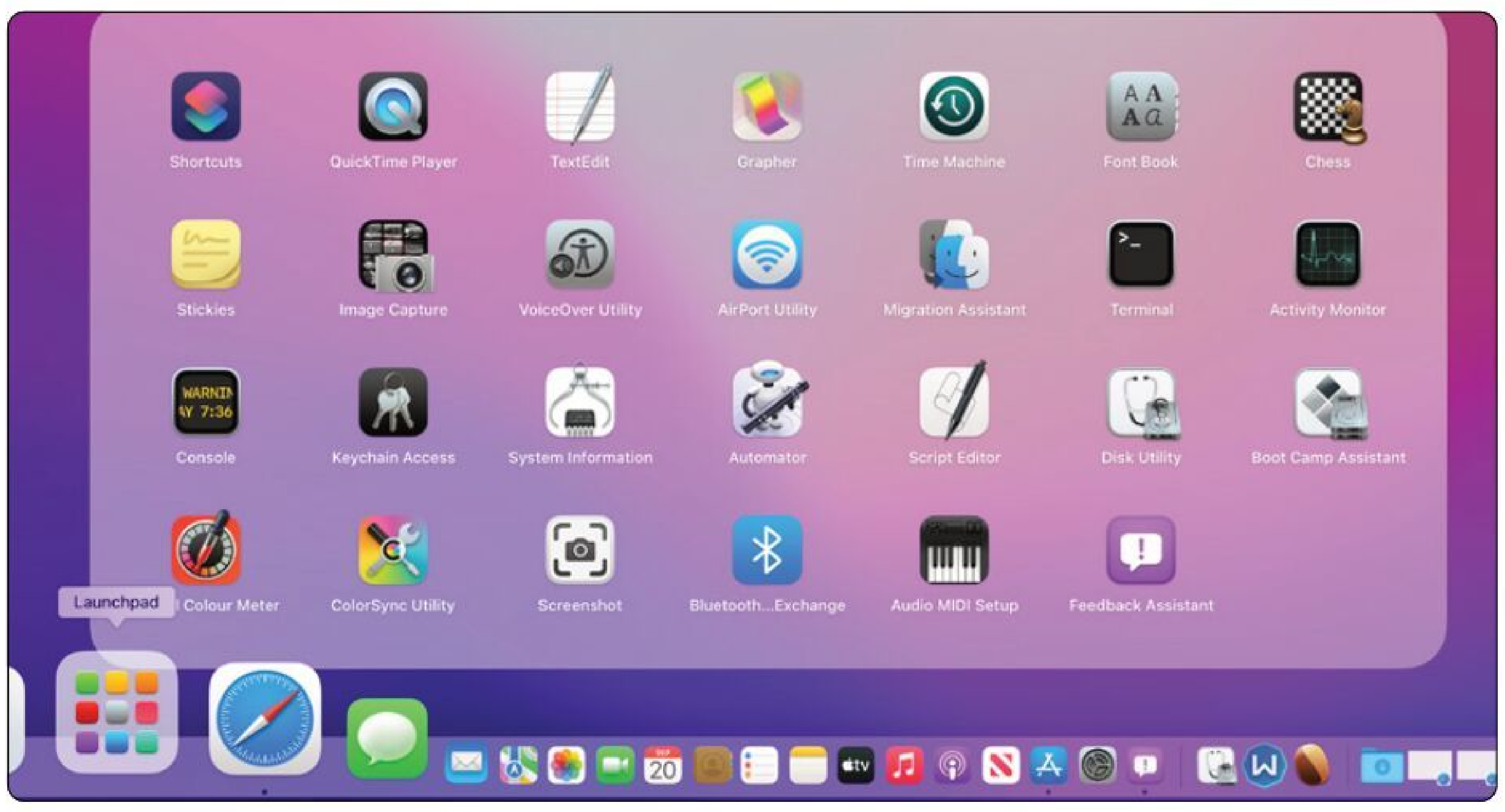
Known networks will be joined automatically. If no known networks are available, you will have to manually select a network.

☑ Show Wi-Fi status in menu bar

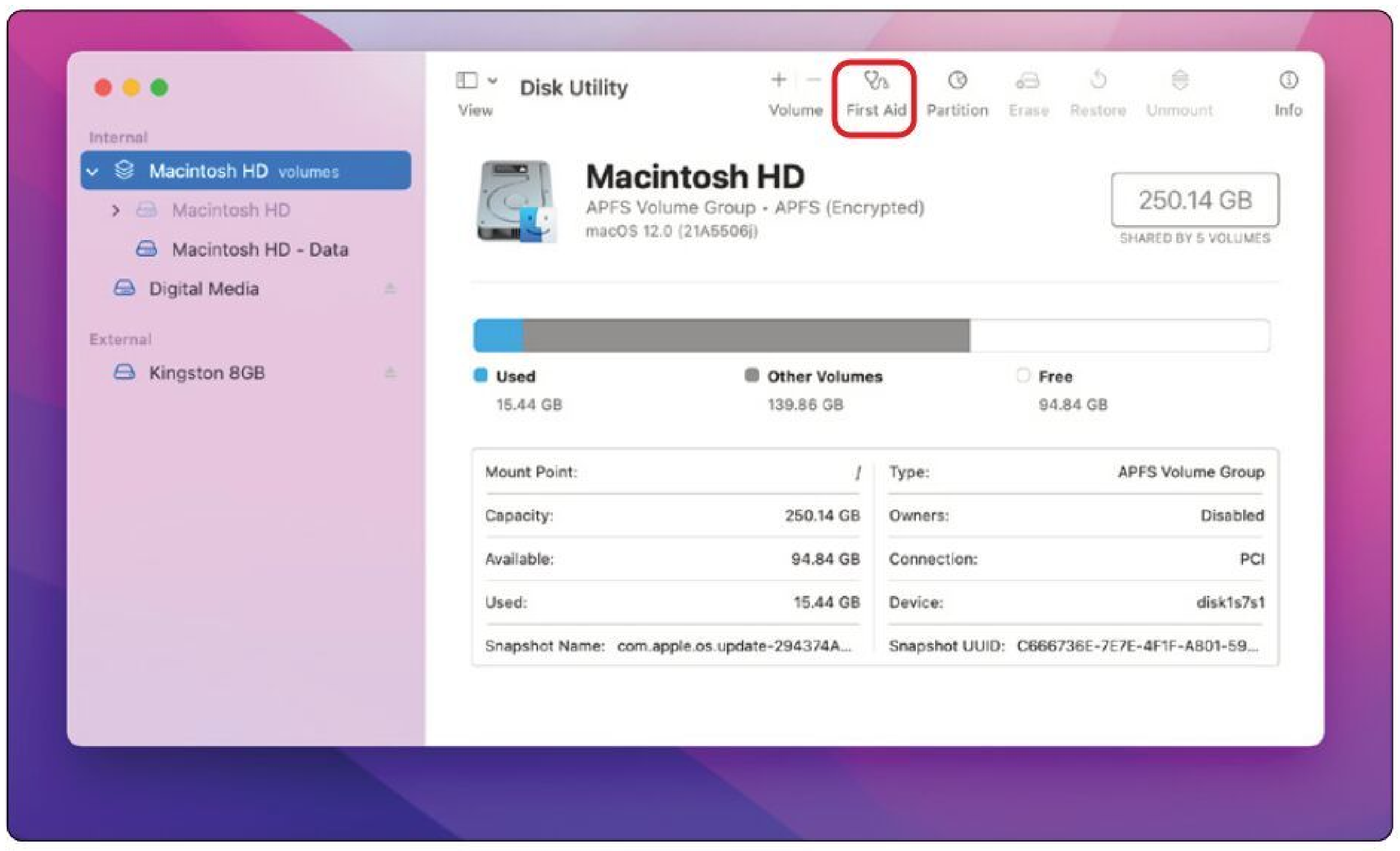
**3** If you're still having problems, go to the Apple menu and open System Preferences. Click on Network and select your Wi-Fi connection. From here you can turn Wi-Fi off and on, choose another network and also Advanced options if you know what you're doing.

## Use Disk Utility

The Mac's Disk Utility application can do much to diagnose and even repair problems with drives.


Shortcuts
QuickTime Player
TextEdit
Grapher
Time Machine
Font Book
Chess
Stickies
Image Capture
VoiceOver Utility
AirPort Utility
Migration Assistant
Terminal
Activity Monitor
Console
Keychain Access
System Information
Automator
Script Editor
Disk Utility
Boot Camp Assistant
Launchpad
Colour Meter
ColorSync Utility
Screenshot
Bluetooth...Exchange
Audio MIDI Setup
Feedback Assistant

**1** You can find your Disk Utility app in the Utilities folder within the Applications folder. Or just open Launchpad, the Dock icon with the nine coloured squares, and launch Disk Utility from there. On the Launchpad screen, Disk Utility is found in the folder marked 'Other'.


View
Disk Utility
Volume
First Aid
Partition
Erase
Restore
Unmount
Info
Internal
Macintosh HD volumes
Macintosh HD
Macintosh HD - Data
Digital Media
External
Kingston 8GB
SHARED BY 5 VOLUMES

**Macintosh HD**

APFS Volume Group • APFS (Encrypted)

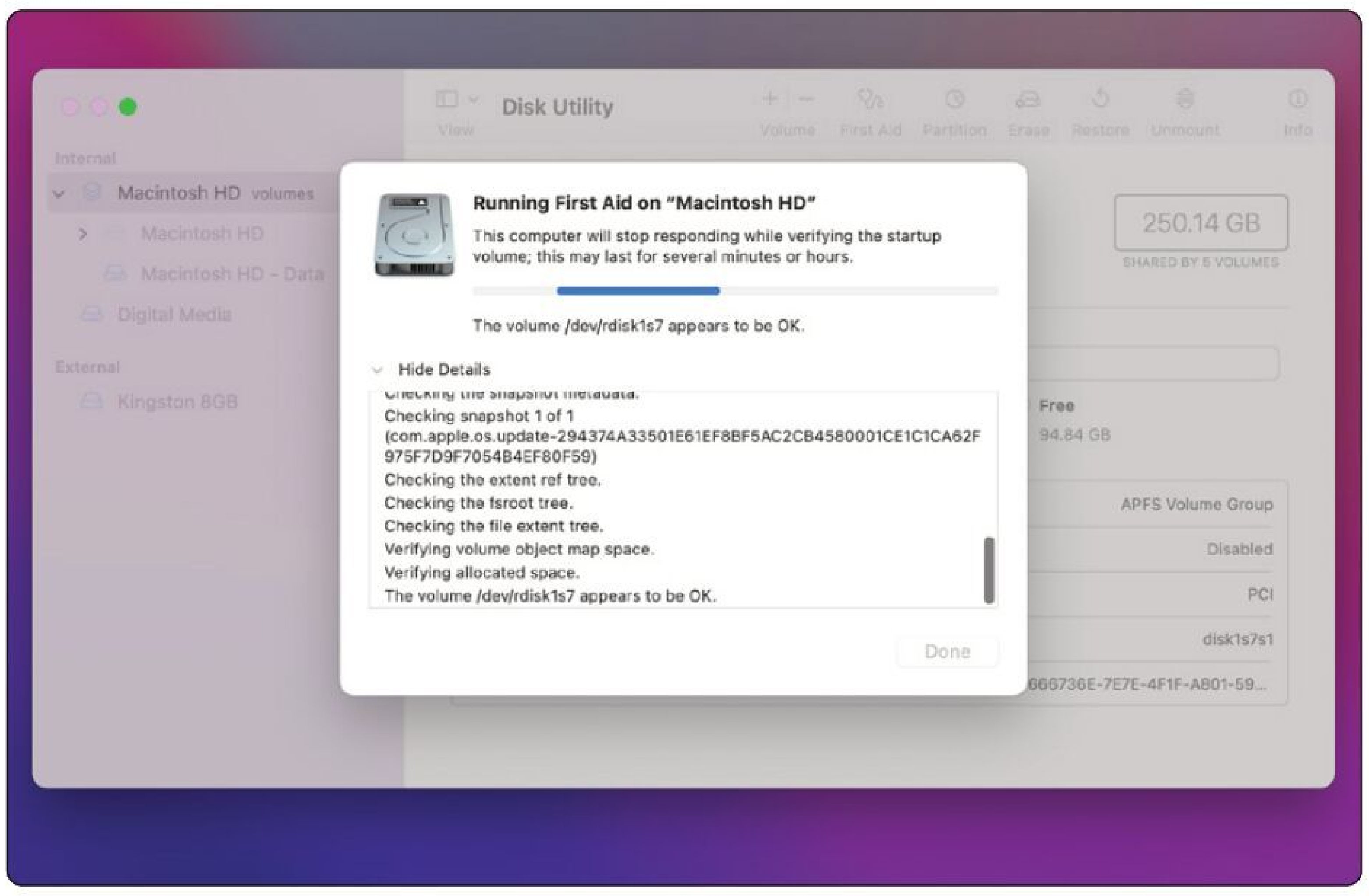
macOS 12.0 (21A5506j)

250.14 GB

Used 15.44 GB | Other Volumes 139.86 GB | Free 94.84 GB

| | | | |
|---|---|---|---|
| Mount Point: | / | Type: | APFS Volume Group |
| Capacity: | 250.14 GB | Owners: | Disabled |
| Available: | 94.84 GB | Connection: | PCI |
| Used: | 15.44 GB | Device: | disk1s7s1 |
| Snapshot Name: | com.apple.os.update-294374A... | Snapshot UUID: | C666736E-7E7E-4F1F-A801-59... |

**2** Click on the drive you wish to check and then press the First Aid button. Disk Utility's First Aid feature then checks your disk for errors and if necessary, repairs and corrects them. This process might take some time if you haven't run First Aid recently.


Disk Utility
Hide Details
Done

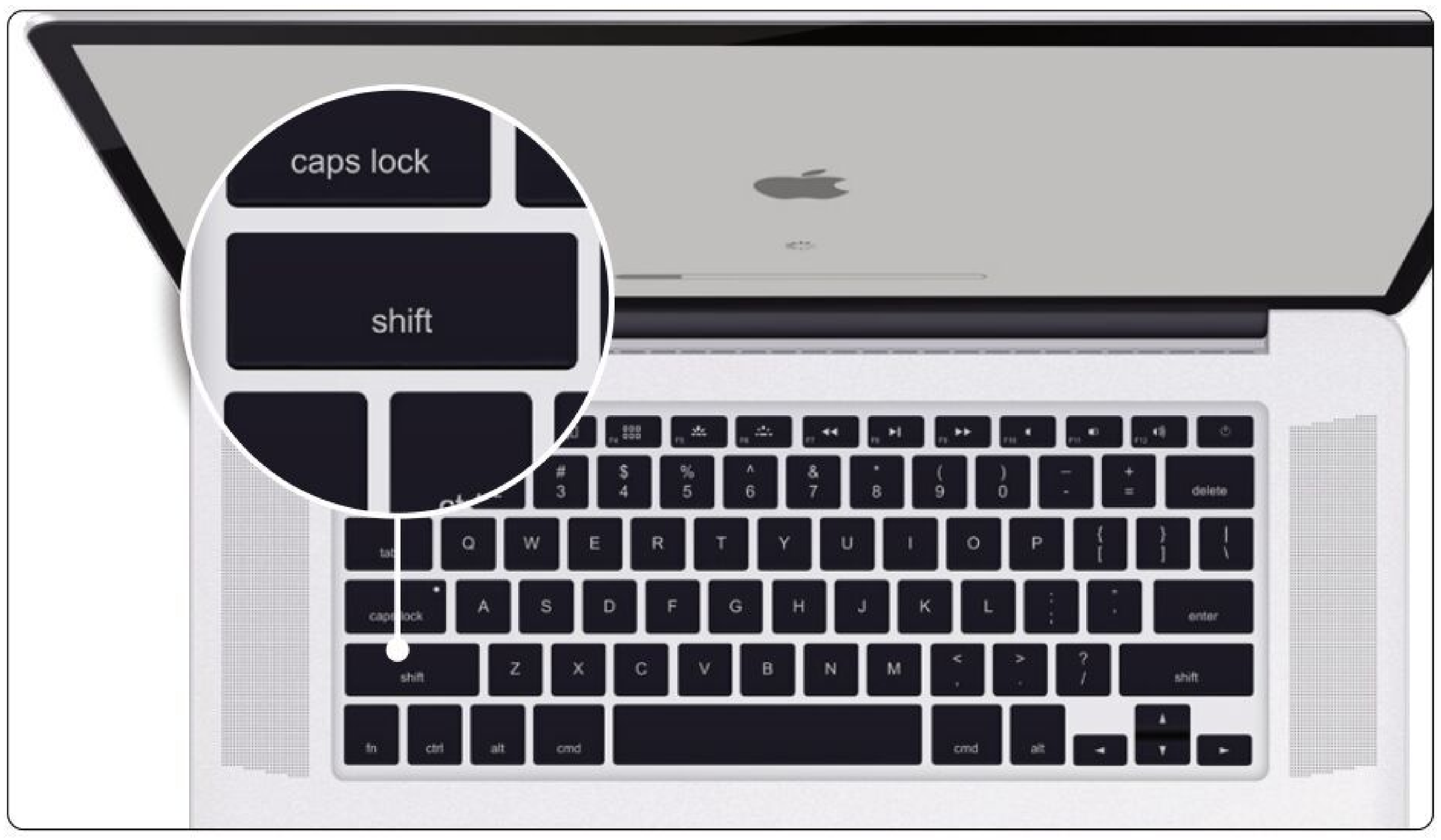
**Running First Aid on "Macintosh HD"**

This computer will stop responding while verifying the startup volume; this may last for several minutes or hours.

The volume /dev/rdisk1s7 appears to be OK.

```
Checking the snapshot metadata.
Checking snapshot 1 of 1
(com.apple.os.update-294374A33501E61EF8BF5AC2CB4580001CE1C1CA62F
975F7D9F7054B4EF80F59)
Checking the extent ref tree.
Checking the fsroot tree.
Checking the file extent tree.
Verifying volume object map space.
Verifying allocated space.
The volume /dev/rdisk1s7 appears to be OK.
```

**3** When you're done, click the triangle next to Show Details to see what was repaired. Please note that you can also run First Aid from the Recovery HD. This might be necessary if you're having difficulties booting your Mac.

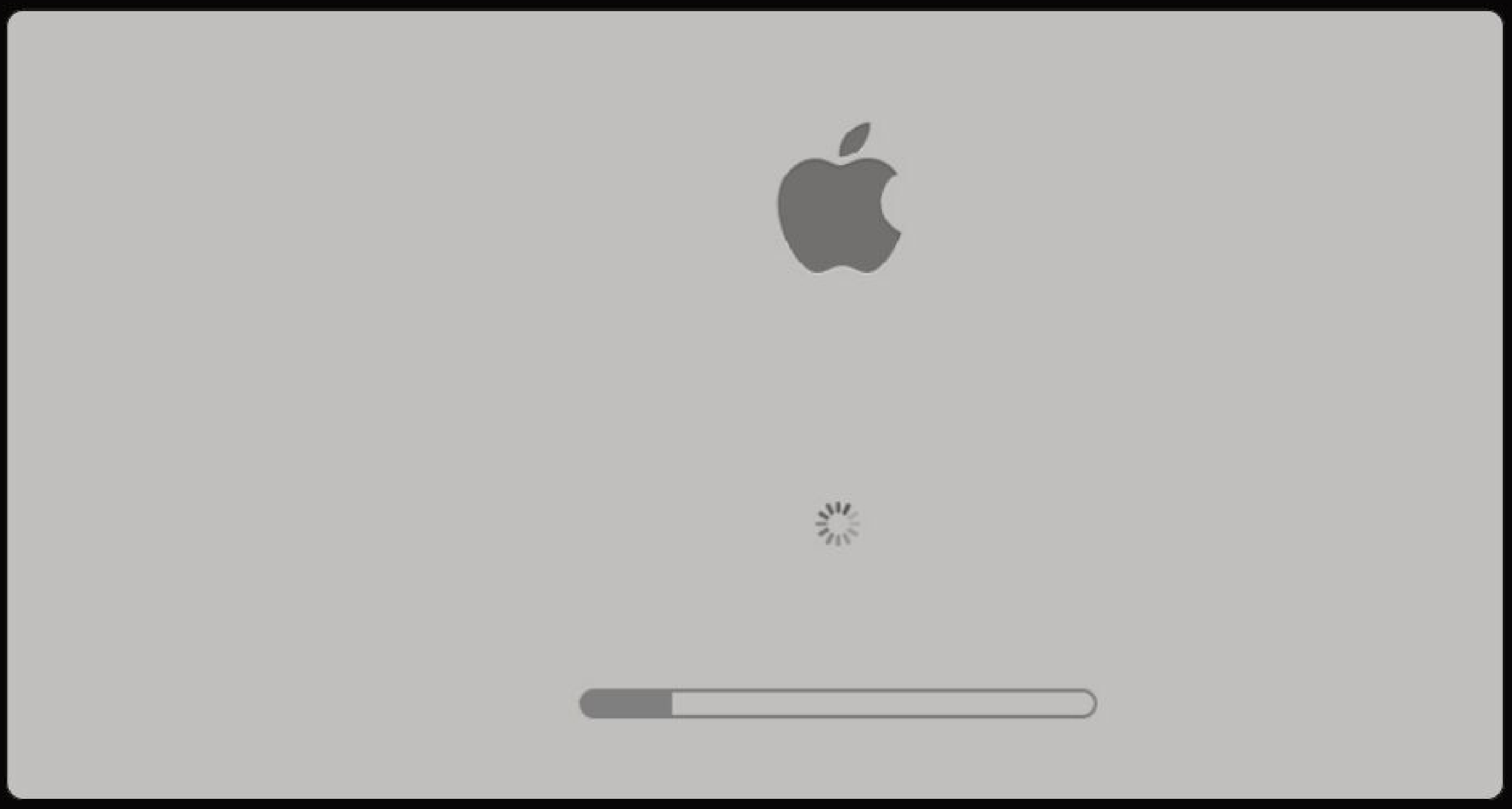


**Boot into Safe Mode:** Booting into Safe Mode, sometimes called a 'safe boot', runs an automatic startup check and can repair problems. Restart your Mac whilst holding the Shift key. Enter your password and the Mac checks your disks (it might take a while). When it's done, reboot your Mac.

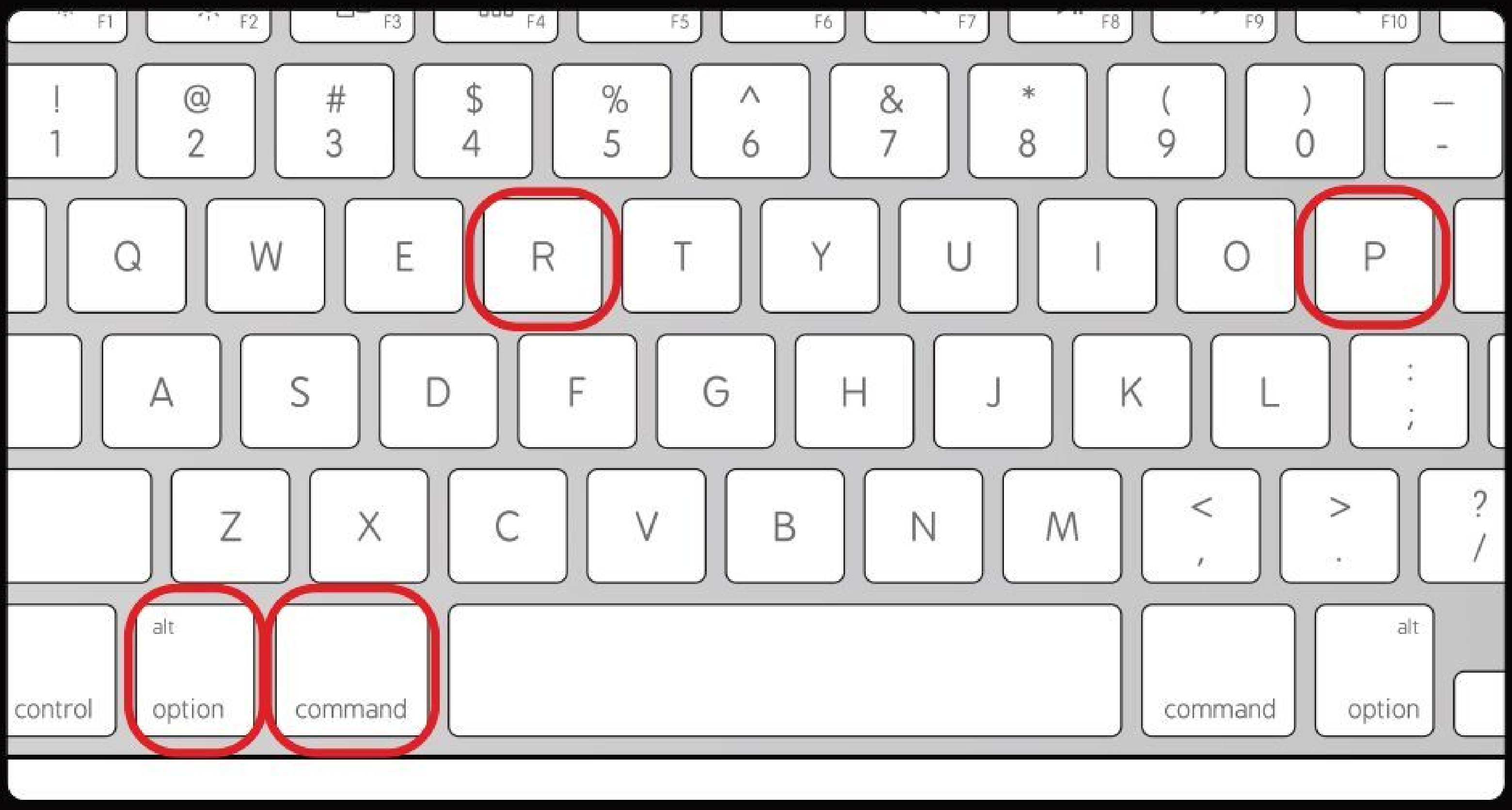
**Ejecting an Optical Disk:** If you have an older Mac that still has a CD/DVD drive and a disc gets stuck, shut down your Mac. Boot it up again with the mouse button or trackpad button held down. This forces the optical drive to eject a stuck disc during the startup sequence.

## Reset NVRAM.

Resetting the NVRAM, also called PRAM, can solve a range of problems if your Mac is misbehaving. Just follow these steps.



NVRAM stores information such as speaker volume, screen resolution, startup disk solution and more. If you're having problems with any of these things, try resetting your NVRAM. First of all, you must shut down your Mac in the usual way.



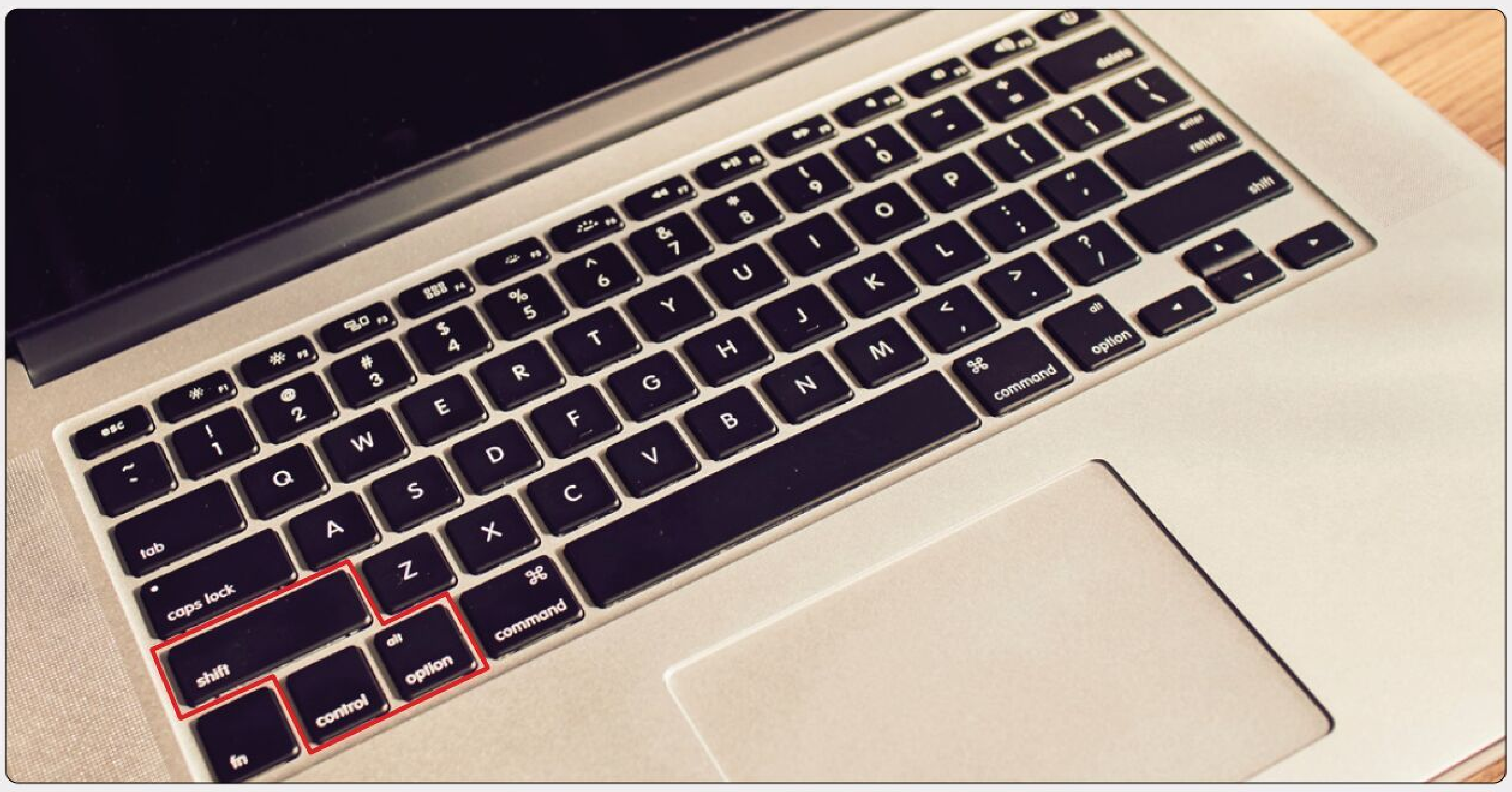
Turn on your Mac and as soon as you hear the startup chime, press and hold the cmd+OPT+P+R keys. The computer restarts once more and you hear a second startup chime. At this point, release the keys and let your computer restart as normal.

## Reset the SMC.

Your Mac's SMC (System Management Controller) deals with hardware issues. Here's how to reset it.

If your Mac is displaying minor hardware issues such as fans running at high speed or expansion ports not working, try resetting the SMC. For a desktop computer, turn it off and unplug it from the mains. Wait 15 seconds, then plug it in and power it up again.

For a notebook Mac, unplug its charger and power it off. Plug the charger back in again, then press and hold Shift+Control+Option on the left side of the notebook's keyboard and also the power button. Release all the buttons and then press power again to start up your MacBook.



# Glossary of Mac and Computing Terms

We've tried to keep this guide as jargon free as possible, but inevitably there are some words and phrases that might still seem mysterious to the newcomer. Where that's the case, this glossary should help. If you're confused by a technical term, take a look; you might just find the definition you need in here.

## A

**Accessibility:** A series of tools and features designed to make an Apple device such as the Mac and mobile devices easier to use by those with disabilities such as vision or hearing impairments. You can find the Mac's Accessibility features and customise them in System Preferences.

**AirPlay:** A protocol for streaming sounds and video from an Apple device to a set of compatible speakers, or a device such as an Apple TV. It's wireless, and easy to use as well.

**AirTag:** A small Bluetooth device that can be tracked using the Find My app. It's used to locate property like keys or luggage.

**App:** Short for 'application', another name for a computer software program. Your Mac comes with a selection of pre-installed apps, and you can buy more from the Mac App Store.

**App Store:** The App Store is where you can download free and paid programs to your device using your Apple ID. You can access it through the application that comes bundled with your Mac.

**Apple ID:** This is the email address and password that you have registered with Apple. It's required to access many online applications on your Mac, including iTunes, App Store and Books.

**Apple Menu:** The menu that's opened by clicking on the Apple icon in the left of the menu bar. It gives access to system functions such as Preferences, App Store, Force Quit and more.

**Apple Silicon:** Apple's new series of processors, used in the latest Macs. They replace the older, Intel CPUs previously used.

## B

**Bluetooth:** Bluetooth is a wireless technology used to link and exchange data with another compatible device. It has a range of approximately eight metres (25ft). The Mac supports many Bluetooth devices, including headphones, keyboards and fitness trackers.

**Books:** This is Apple's eBook application, which is available for free from the App Store and is also bundled with recent versions of macOS. It handles the standard electronic publishing formats protected by FairPlay DRM, and also PDF documents. It was introduced in 2010 along with the iPad.

**Browser:** An app used to access websites found on the worldwide web. The Mac comes with Apple's Safari browser preinstalled, but others are available in the App Store.

## C

**Calendar:** This is one of Apple's preloaded apps. Use it to keep track of events, invitations, and reminders on your Mac, iPhone, iPod touch and iPad.

**Closed Clamshell Mode:** By connecting your notebook Mac to a display, an external keyboard and a controller such as a mouse or Magic Trackpad, you can use it like a desktop computer, with the notebook closed.

## D

**Desktop:** A computer that's designed to be used on a desk while plugged into the mains, at home or in the office, as opposed to a notebook or laptop. Apple's range of desktop computers is the iMac, the Mac mini and the Mac Pro.

**Dock:** The opaque strip at the bottom of the screen. Apps in the dock are easy to access and open, and you can customise it to best suit your requirements. Apps that are currently running are also shown in the dock.

## E

**Emoticon:** A small drawing used to augment a message or text. Typically, these are yellow faces showing a variety of expressions.

## F

**Facebook:** Currently the most popular social networking site on the Internet. Add your Facebook account to your list of Internet Accounts in System Preferences and you can share material directly to it using the macOS Share button.

**FaceTime:** You can make video and audio calls to other Apple devices using the FaceTime app. These are made over the Internet so are free unless using mobile data.

**Finder:** The Finder is the Mac's user interface. It deals with management of folders, windows, menus and more. Its feature set has grown over the years, with recent introductions including tabbed Finder windows and tags.

**Folders:** A folder is a container for a group of apps or files. You can create one by using Finder's File menu, or right-clicking on the desktop and using the contextual menu. You can drag items into and out of a folder.

**Force Quit:** The act of forcing an application to close down, perhaps because it's crashed or frozen. It's achieved by right-clicking its dock icon, or opening the Apple menu and selecting Force Quit. Unfortunately, unsaved work will be lost.

## G

**Gestures:** These are actions performed with your fingers on the Mac's trackpad. You can use gestures on a notebook trackpad, an Apple Magic Trackpad or to a limited extent, an Apple Magic Mouse.

**Gumdrops:** A colloquial term for the three coloured buttons found in the top left corner of an app or finder window. They close the window (red), minimise the window (yellow) or switch to and from full-screen mode (green)

## H

**HTML:** Hypertext Markup Language, the standard for building websites, and a cornerstone technology of the worldwide web.

## I

**iCloud:** The collective name for Apple's online services, it replaced MobileMe and integrates with all iOS/iPadOS and macOS/OS X Mac computers.

**iMessage:** A text message that's sent from one Apple device to another. iMessages use the Internet rather than the mobile phone network, so they're sent free of charge from iPhones and iPads.

**iOS:** Apple's mobile operating system. iOS is the software that powers the iPhone, iPod touch, iPad and Apple TV.

**iPadOS:** The latest operating system used by the iPad. It evolved from iOS.

**iTunes:** Apple's abandoned music playing software, which was also used to activate and sync iPads and iOS devices. In macOS Catalina, iTunes was replaced by three new apps; Music, TV and Podcasts.

## L

**LaunchPad:** Found in the dock represented by a rocket icon, the LaunchPad is an easy way of opening apps. It resembles and behaves like an iOS Home screen.

**Lightning:** The cable connection used by modern iPads and iPhones. It replaces the old 30-pin dock connectors, and is used to charge these mobile devices and sync them with your Mac.

**Location Services:** Features and software on your Mac that pinpoint and use your current location. The Maps app is one example.

## M

**macOS:** Formerly known as OS X, macOS is the operating system on which the Mac runs. The current version of macOS is Monterey. Like most recent versions of macOS, Monterey is a free upgrade.

**Mail:** The Mac's bundled email client. It can handle a wide range of email accounts, including Apple iCloud accounts, Microsoft's and Google's mail services, Yahoo email accounts and those accounts that are provided by your Internet Service Provider. Third party email apps are available.

**Menu Bar:** The macOS Menu Bar sits atop the desktop, at the top of the screen. On the left are pull-down menus, which vary according to what app you're using. On the right are menulets and controls, along with info such as the time and date.

**Messages:** One of Apple's built-in apps that handles SMS text messages and MMS multimedia messages.

**MMS:** Multimedia Messages (MMS) supports images, videos, sound, contact cards, and location data. Sent and received via the Messages app on the Mac to other Macs and mobile cell phones.

**Monitor:** Also called a display, this is an external screen that's essential for Mac minis and Mac Pros. You can also add a monitor to an iMac or notebook Mac as a second or even primary display.

**Mouse:** A controller used to move your pointer around your Mac's screen, and to select options using the mouse buttons. A mouse is traditionally used with a desktop computer such as the iMac or Mac Pro, but if you don't like trackpads, you can use one with your notebook too.

## N

**Notebook:** A portable computer, sometimes called a laptop. Notebooks can be mains or battery powered and have their own built-in screen, which folds down for portability. Apple's notebook range includes of the MacBook, MacBook Air and MacBook Pro.

**Notification Centre:** A list of recent notifications, accessible by clicking on the icon in the top-right corner of the Mac's desktop.

## P

**Photo Stream:** Part of iCloud, Photo Stream stores your last thirty days or 1000 photos online and on your iOS/iPadOS devices, and all your photos on your Mac.

**Photos:** A bundled Mac application that lets you store, manage and edit your photo collections and share them with your other Apple devices using iCloud.

## Q

**QuickTime:** Apple's 2D video and graphics player, used to play movies and other video on your Mac.

## R

**Retina Display:** This is Apple's term for its high-resolution screens. The pixels are so small it's impossible to distinguish between them at a normal viewing distance, making the on-screen images very smooth and clear.

**Right Click:** On a two-button mouse, a right-click is a click with the right-hand mouse button instead of the left. On a Mac, with a trackpad or Magic Mouse, a right-click is achieved by holding the Control button and clicking, or setting up the device so a two-fingered click or a click on the right-hand side of the Magic Mouse or Trackpad delivers a right-click.

## S

**Safari:** Apple's web browser, similar in function to Microsoft Explorer or Google Chrome. It's available for both Macs and iOS/iPadOS devices, and it lets you surf the worldwide web.

**SharePlay:** A feature that lets you share movies and music while in a FaceTime chat. All parties in the chat enjoy the same media, which is played in sync so no one's a few seconds ahead or behind.

**Siri:** Apple's voice activated digital assistant. You can give Siri spoken instructions and the service replies by giving you the information you asked for; or by activating the requested Mac function.

**SMS (Short Message Service):** Text messages sent from the Messages app from a Mac's Messages app or mobile device such as the iPad or iPhone to other cell mobile phones.

## T

**Tablet:** A computer in a flat, 'tablet' form factor, such as the iPad. While the iPad is the most popular tablet computer, other models are available.

**Text Field:** Any area of the screen where you can add text. For example, when completing a web form, there are text fields for things like your name, address and more. Tap on a text field to bring up the cursor, so you can start typing.

**Thunderbolt:** A high-speed connectivity port offered on recent Macs. A Thunderbolt port can carry a video signal as well as data, so it can be used for an external display.

**Touch Bar:** The very latest models of the MacBook Pro replaces the function keys with a touch-sensitive screen which displays functions and controls according to the app or feature you're currently using. It also has a Touch ID fingerprint scanner for unlocking your Mac.

**Trackpad:** The controller device used in notebook Macs. You control your on-screen pointer by dragging your finger across the trackpad. Apple's Magic Trackpad is available for desktop computers.

**Twitter:** One of the most popular social networks built around a follower/following system rather than friends, with messages limited to 280 characters. There's an official Twitter app for the Mac, and several third party options for sending Tweets too.

## U

**URL:** Uniform Resource Locator, the address used to access a web page. For example, Apple's URL (its website) is www.apple.com.

**USB:** (Universal Serial Bus) an industry standard for connecting computers and peripherals introduced in the mid-Nineties. The latest version, USB-C, has a similar plug to Thunderbolt 3, and is compatible with Thunderbolt 3 ports.

## V

**VPN:** (Virtual Private Network): This provides secure access over the Internet to private networks, such as the network at your company or school.

## W

**Wi-Fi:** A wireless means of getting onto the Internet or connecting two devices. At home, your Wi-Fi network is established through your router. Whilst away from home, you might have access to public Wi-Fi networks like those offered in coffee shops or libraries.

## Y

**YouTube:** The Internet's most popular video viewing and sharing service. Owned by Google, you can access YouTube through a web browser, or through a dedicated app available for the Mac, iPhone, iPad or iPod Touch.

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